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June 1984

URBAN/MUNICIPAL

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

JUNE 24, 1984 - OCTOBER 10, 1986

Tuesday, June 26, 1984
2:00 o'clock p.m.
Board Room, Hamilton Place

The Special Board appointed to administer the affairs of Hamilton Place, Convention Centre and the Victor K. Copps Center Arena met.

Present:	Mayor R. M. Morrow, Acting Chairman Alderman P. J. Peterson Alderman B. Hinkley Alderman D. Gray Alderman T. Murray Mr. S. Cino Mr. D. Hector Mr. W. H. McFarland Mr. T. Casey Mr. R. Wheeler Mr. P. Valeriano Mr. J. C. Jaggard Mr. T. Yates
Absent:	Mr. D. Braley
Also Present:	Mr. L. Sage, Chief Administrative Officer Mr. E. C. Matthews, City Treasurer Mr. T. Burrows,General Manager, Hamilton Place Mr. Wm. J. Penfold, General Manager, Convention Centre Mr. K. A. Rouff, City Solicitor Mr. D. C. Freeman, City Architect Mr. A. F. Gillespie, Director of Personnel Mr. J. Tsao, Sales Representative, Victor K. Copps Trade Centre/Arena Mr. J. J. Schatz, Secretary, Parks and Recreation Committee

Mr. D. C. Freeman distributed to the members photos showing the construction progress of the Victor K. Copps Trade Centre/Arena. Also distributed to the members were copies of a Public Progress Report No. 5 dated June 15, 1984. Mr. Freeman advised that construction is slightly behind schedule, however, Pigott Construction, the general contractor, is hopeful of making up lost time during the summer months and that the schedule completion of September, 1984 will still be met.

Distribution of Photos and Copies of Public Progress Report No. 5

Mr. Freeman advised that if the members of the New Board wish to tour the site he will undertake to make the necessary arrangements.

Mr. Matthews distributed copies of a report dated June 21, 1984 along with a statement of expenditures as of May 31, 1984 outlining the gross authorized cost of $36,000,975.00 and the amount expended and committed to date, along with the uncommitted balance available.

Report dated June 21, 1984 from Treasurer -Statement of Expenditures - May 31, 1984

Also provided was a statement of financing the project as at May 31, 1984. It was noted that the actual interest income on the reserve for the Victor K. Copps Trade Centre/Arena has been split into three parts in order to identify interest earned on Federal, Provinical and City contributions. In this regard it was noted that an amount of approximately 1,800,000.00 interest has been realized on the $4,000,000.00 Federal contribution. Mayor Morrow advised that while official notification has not as yet been received, the Premier has announced that the Province will provide an additional 1.8 million dollars in order that the Provincial contribution will equal that of the Federal Government.

Statement of Financi -Federal, Provincial and City

view of Proposed Method of Financing

In reviewing the proposed method of financing, it was noted that provision is included for an amount of $3,500,000.00 to be raised by public subscription. In this regard Alderman Hinkley advised that it is questionable whether or not this amount can be realized by public subscription and further reported that the Fund Raising Committee is presently endeavourng to select a Chairman and establish a Working Committee.

Request - Alderman Cowell's attendance next meeting

It was noted that Alderman P. Cowell is Chairman of the Fund Raising Committee. The Board agreed to request Alderman Cowell to attend the next meeting to review the status of the Fund Raising Project.

City Solicitor - Preparation of Draft Legislation

Mr. K. A. Rouff, City Solicitor advised that his department is in the process of preparing the draft legislation for the New Board in accordance with the direction of City Council. He advised that the draft will follow the pattern of the legislation for the Hamilton Place and Convention Centre Boards. He further advised that the draft legislation will be completed within 7 to 10 days and that subject to the Interim Board and City Council's review, same can be processed through the legislature for final consideration in September or October this year.

Mr. Sage, Chief Administrative Officer advised that until such time as the legislation relative to the New Board is formally approved, the Interim Board will report to City Council through the Finance Committee. He submitted that the Boards for Hamilton Place and the Convention Centre will continue to function in their present capacity until such time as the legislation is received.

John Crane Successful Applicant General Manager - Arena

Mr. Sage advised that the position of General Manager for the Arena has been filled and that Mr. John Crane, the successful applicant, will begin his duties on July 16, 1984. Mr. Sage further advised that applications for the position of Director of Marketing have been received and that he and the Director of Personnel are presently reviewing same.

acility Manager

With regard to the position of Facility Manager, which is budgeted to come on stream in November, the Board requested Mr. Sage to review and report back as to the feasibility of having this position filled earlier than November.

Topics for Next Meeting

The Board agreed that its next meeting would be held on Tuesday, July 17, 1984 at 12:00 noon and further that the agenda for that meeting would include the following:

- Election of Chairman/Vice-Chairman
- Discussion respecting the name for the Board
- Consideration of the Draft Legislation
- Status Report re: Fund Raising Programme
- Report from the Chief Administrative Officer re: Facility Manager
- Discussion re: Matters referred from Trade Centre/Arena Committee
- Discussion re: Potential Subcommittees
- Establish regular date and time for Board Meetings.

The meeting then adjourned.

Taken as read and approved,

J. J. SCHATZ
ACTING SECRETARY

MAYOR R. M. MORROW
ACTING CHAIRMAN

JJS:Jf

- Section 25(1) - Delete the words "at the commencement of each calendar year", in the second and third lines. Draft Legislation

- Section 25(4) - Delete entire sub-section and replace with the following: "The Corporation shall cause to be prepared an annual report which shall include audited financial statements.

- Section 30(2) - Delete section.

- Section 33 - Delete the words "free and clear of all claims, charges, liens or incumbrances of any kind" after the word "City" in the third line.

- Section 36(1) - Amend this section so as to provide for gifts, trusts, etc. to be made to the Hamilton Place Foundation.

The Board discussed the title of Facility Manager and concluded that the position title would be the Managing Director. The Board directed the Solicitor to make the appropriate changes in the draft legislation to reflect this new title.

The Board requested the City Solicitor to endeavour to have the revised draft available for further review by the Board at its next meeting.

The Board received a report from the Chief Administrative Officer respecting discussions he had with the General Manager of the Winnipeg Enterprises Corporation relative to the operation of that facility. Winnipeg Enterpris Corporation

The Board reviewed the listing of matters referred from the Trade Centre/Arena Sub-committee and refer the following to the Trade Centre/Arena Committee for review and report back. Matters Referred by Sub-Committee

- J.J. Barnicke/Director of Real Estate Report - Lease of Commercial Area.

- Private Boxes; Rate, Terms and Conditions.

- Private Boxes; Applications

- Liquor Licence

- Establish Standard Rental Rates

- Opening Ceremonies

- Telephone System

- Management Proposal - Sports B13 Inc.

With regard to the remaining matter referred from the Trade Centre/Arena Sub-committee, the Board requested the following:

- Mr. T. Burrows to report with respect to computerized ticket vending and markeing system.

- Mr. Wm. J. Penfold to report with respect to food and beverage concessions and also
- with respect to the Brewing Warehousing - consultant services - draft beer equipment

- Mr. D.C. Freeman to report with respect to the signage of Hamilton Place, The Convention Centre and Trade Centre/Arena

The Board received a copy of the unaudited operating results for the Victor K. Copps Trade Centre/Arena for the six month period ending June 30, 1984. The Secretary was directed to forward a copy of this report to the Finance Committee for its information. Financial Statemen

The Board reviewed the revised job description for the Facility Manager (retitled Managing Director) and approved same subject to the following: Job Description Managing Director

- Section 9 - Independence of Action - same be amended to read:

  "Direction in matters of policy established by the Board."

With regard to the advertisement of the position of Managing Director, the Board agreed that the advertisement placed for this position should not include the actual salary arranged.

Major Indoor Soccer League Franchise

The Board met in camera to discuss personnel matters and an inquiry regarding a Major Indoor Soccer League Franchise, following which the meeting was again open to the public.

The Board referred the letter of intent relative to a Major Indoor Soccer League Franchise as prepared by Mr. Penfold to the Arena Committee for its review and report.

Office Accommodation General Manager Trade Centre/Arena

As recommended by the Director of Real Estate in a report dated 1984 July 31, the Board concurred with the following recommendation being submitted to City Council.

- That the City lease approximately 800 square feet of space from the Regional Municipality of Hamilton-Wentworth for a period of one year, the space being located on the 15th floor of the Provincial Office Tower, 119 King Street West. The cost to lease the space will be approximately $10,000 for one year or $4,200 for the remainder of 1984. The space is required to accommodate the newly appointed Arena General Manager and his staff prior to the Trade Centre/Arena being completed. In the alternative, if for some reason, the space from the Region is not available, that authorization be given to lease space elsewhere in the downtown area of Hamilton for a period of one year at a cost of approximately $10,000.

Audit and Finance Committee

The Board concurred with the suggestion of the Chairman that an Audit and Finance Committee be established and that the following members be appointed.

- Alderman T. Murray
- Mr. D.M. Hector
- Mr. W.H. McFarland

Mr. McFarland agreed to arrange for the first meeting of this Committee.

Schedule of Events

Copies of a report dated July 31, 1984 from Mr. Wm. J. Penfold along with a list of reserved event dates and a listing of events currently under consideration or negotiation for the Victor K. Copps Trade Centre/Arena were distributed to the members.

Next Meeting

The Board agreed that its next two meetings would be held as follows:

- Tuesday, August 14, 1984 - 12:00 noon
- Tuesday, August 28, 1984 - 12:00 noon

The meeting then adjourned.

Taken as read and approved.

J.J. Schatz, Acting Secretary
Interim Board

Alderman D.O. Braley, Chairman
Interim Board

Tuesday, July 17, 1984
12:00 o'clock noon
Board Room
Hamilton Place

The Special Interim Board appointed to administer the affairs of Hamilton Place, The Convention Centre and The Victor K. Copps Trade Centre/Arena met.

Present:
Mayor R. M. Morrow
Alderman P. J. Peterson
Alderman B. Hinkley
Alderman D. Gray
Alderman T. Murray
Mr. D. O. Braley
Mr. T. Casey
Mr. S. Cino
Mr. D. M. Hector
Mr. J. C. Jaggard
Mr. W. H. McFarland
Mr. P. O. Valeriano
Mr. R. Wheeler
Mr. T. Yates

Also Present:
Mr. R. A. Morden, Director of Public Works/Acting Chief Administrative Officer
Mr. E. C. Matthews, City Treasurer
Mr. D. C. Freeman, City Architect and Co-ordinator Lloyd D. Jackson Square
Mr. A. F. Gillespie, Director of Personnel
Mr. K. A. Rouff, City Solicitor
Mr. J. Crane, General Manager, Victor K. Copps Trade Centre/Arena
Mr. Wm. J. Penfold, General Manager, Convention Centre
Mr. T. Burrows, General Manager, Hamilton Place
Mr. J. Tsao, Sales Representative, Victor K. Copps Trade Centre/Arena
Mr. J. J. Schatz, A/Secretary

Election - Chairman and Vice-Chairman

Mayor Morrow conducted the elections for the office of Chairman, and Vice-Chairman at which time the following were duly elected:

-CHAIRMAN - Mr. D. O. Braley
-VICE-CHAIRMAN - Mr. J. C. Jaggard

Mr. Braley took the chair and conducted the meeting.

Status of Fund Raising Program

Alderman P. Cowell, Chairman of the Hamilton Arena/Trade Centre Foundation Inc. along with Mr. William Gardiner of the Fund Raising Committee appeared before the Board with respect to the status of the Fund Raising Program.

Alderman Cowell advised of the difficulties encountered in getting someone in the community with a high profile to head up the Fund Raising Program. He advised various officials from the major corporations in the community indicated that in their view a major Fund Raising Drive would not be successful due to economic conditions and the number of other fund raising programs presently underway. In addition he submitted that in his view and that of many others approached, that the campaign would not be successful due to the fact that the project is under budget and already under construction.

Alderman Cowell advised that as a result of a meeting of a number of individuals who have agreed to assist in one form or another, it was generally agreed that the major Fund Raising Drive for 3.5 million dollars should be abondoned and that a "Shopping List" of items individual companies or organizations might contribute towards the project such as Zamboni, Organ, etc. be developed.

In response to a query as to the relationship between the New Board and the Fund Raising Foundation, Alderman Cowell advised while both are separate entities, he is desirous of knowing the feelings of the New Board with regard to the intended change in direction of the Fund Raising Committee.

Following some discussion the Board endorsed the suggestions of Alderman Cowell and Mr. Gardiner in that the Fund Raising Committee endeavour to proceed to raise funds for individual aspects or features of the building as opposed to proceeding on the basis of a 3.5 million dollar Fund Raising Project.

Vote of Chairman

The Board discussed as to whether or not the Chairman should vote on all matters or only in the event of a tie vote of the Board and concluded that the Chairman should vote on all matters.

Suggested Names for New Board

The Board discussed various suggested names for the New Board and while the following were suggested, a final decision was not made:

-Hamilton Entertainment and Convention Centre Board
-Hamilton Sports and Cultural Centre Board
-Hamilton Entertainment Facilities Inc.
-Hamilton Places Board
-Hamilton Triune Board
-Hamilton Omini Board
-Hamilton Civic Square Board
-Hamilton Civic Square Facilities Incorporated
-Hamilton Performances and Convention Facilities Inc.
-Hamilton Facilities Inc.

While the Board did not decide on a name, it did, however, conclude that the name "Hamilton" should be included in the name eventually decided upon.

Facilities Manager

Discussion took place as to when the position of Facilities Manager might be formally established and filled. In this regard, Mr. Gillespie, Director of Personnel advised that subject to the job description for this position being approved by the Board at today's meeting and subsequently by the Personnel Committee and City Council at their next meetings, the earliest he would expect this person to be "on stream" would be mid October.

Following some discussion the Board approved the recommendation of the Chief Administrative Officer in that the Director of Personnel be authorized to prepare a job description for approval and subsequent recruitment of the Facilities Manager.

In this regard Mr. Gillespie advised that in anticipation of the Board approval of the Chief Administrative Officer's recommendation he has prepared a draft job description for this position. Copies were distributed to the members of the Board and following a thorough review of same the Board approved the draft job description as revised.

Director of Marketing

Mr. Gillespie advised that as a result of the establishment and advertising for the position of Director of Marketing, a short list of approximately 13 applicants has been established. He requested direction from the Board as to whether or not to proceed to finalize the selection of an applicant for this position or wait until such time as the Facilities Manager is in place.

Following considerable discussion the Board directed the Director of Personnel to proceed immediately to fill the position of both the Faciltiy Manager and Director of Marketing.

Selection Committee - Senior Personnel

With regard to the Selection Committee for the Senior Personnel, it was noted that at present the Selection Committee consists of the Chairman and Vice-Chairman of the Personnel Committee, the members of the Trade Centre/Arena Subcommittee, the Chief Administrative Officer and the Director of Personnel.

The Board agreed to recommend to the Finance Committee that the composition of the Selection Committee be changed so as to provide for the Chairman and Vice-Chairman of the Interim Board to be included on the Selection Committee in addition to the members of the Trade Centre/Arena Sub-committee.

The Board concurred with the suggestion of Mr. Jaggard that wherever reference is made to the three facilities under the Board's jurisdiction the same be listed in order of their creation namely; first Hamilton Place, second The Convention Centre and third, the Trade Centre/Arena.

Draft Legislation

The Board reviewed in detail Draft #1 of the proposed Private Bill to Establish a Corporation for the Management of the Trade Centre/Arena, Convention Centre and Hamilton Place as prepared by the City Solicitor and forwarded under covering letter dated July 9, 1984.

Subject to the following the, Board approved same and directed the City Solicitor to prepare a second draft for review by the Interim Board.

Section 1 (e) - Name of Board eventually decided upon to replace "The City of Hamilton Management Corporation"

Section 1 (g) - Definition of a Director to mean a person appointed by The City of Hamilton to the Board as a member thereof.

Section 1(h) - Location of Theatre-Auditorium to be changed to show the north side of Main Street West as opposed to south side.

Section 2 - The name of the Corporation to be changed to that eventually decided upon in place of "The City of Hamilton Management Corporation".

Section 3 - Objects of the Corporation for each of the Facilities to be indicated as common to all three facilities.

The Board directed the Solicitor to include provisions in the draft legislation for the Corporation to undertake to produce,manage,conduct, etc. anywhere in the City as opposed to just the three facilities in question similarly to the provision presently contained in the legislation relative to Hamilton Place.

Section 5 - Change the word "subsection" in the first line to "section".

Section 7 - (1) - The Section be amended to read:

- the annual budget or part thereof of the Corporation shall be subject to the approval of Council and no obligation other than normal operating expenses may be made prior to approval except with the approval of Council.

Section 12(4)1. - The word "each" before the word board in the sixth line to be replaced with "either".

Section 12(4)2. - The word "each" before the word board in the third line to be replaced with the word "either".

Section 12 - Expiration of the Terms of Office for the Non Council members of the Board to be December 31, of the respective years.

Section 13 - The Board discussed the need to have both a lst Vice-Chairman and 2nd Vice-Chairman as provided for in Section 13(1) and concluded that the same should be provided and following some discussion Alderman D. Gray was duly elected 2nd Vice-Chairman.

Section 14(1) - This section be changed so as to require a minimum of nine monthly meetings per annum as opposed to at least one meeting each month during the calendar year.
Section 14(2) - This section be amended to read as follows: -

- Special Meetings in addition to the meetings referred to in Subsection 1, may be called by resolution passed by a majority of members or the Chairman or in his absence the lst Vice-Chairman or in his absence the 2nd Vice-Chairman.

Section 14(3) - This section to be amended so as to provide for service of a written notice of meeting upon each Director at least 2 days in advance of the meeting and further that provision be contained therein that this requirement may in the event of an emergency be waived by a majority of the Board.

Section 15(2) - This section to be amended to read as follows: -

- The Board may appoint Committees for each of the Hamilton Place, Convention Centre and Trade Centre/Arena, composed of not less than 3 members of the Board and such other Committees as it may determine.

Section 19(1) - This section to be amended by deleting the following in the third and fourth lines, "aforesaid on the day proceeding the day this Act comes into force"

Section 19(2) - This section to be amended by deleting the fifth, sixth, seventh and eighth lines and replacing same with, "joining the New Corporation" so that this section will now read as follows:

- Notwithstanding Subsection 18(1)(b) any person who accepts employment offered under section 1 shall be entitled to receive salary and wages and benefits not less than the person was receiving on the day prior to joining the new Corporation.

It was suggested that the staff investigate the possibility of transferring the employees to the New Corporation effective January 1 in order that the City will not be required to make additional payments with respect to the Canada Pension Plan which will be the case if the transfer is not made on January 1.

Section 20 (1) - Change the title of General Manager to Facility Manager.

Section 20 (3) - Change the title of General Manager to Facilities Manager.

Section 21 - Change the title of General Manager to Facilities Manager. (3 instances). Also replace the word "shall" in the first line with the word "may".

Tuesday, July 31, 1984
12:00 o'clock noon
Room 233, City Hall

The Interim Board appointed to Administer the Affairs of Hamilton Place, The Convention Centre and the Victor K. Copps Trade Centre/Arena met.

There were present:	Mr. D.O. Braley, Chairman Mr. J.C. Jaggard, 1st Vice-Chairman Alderman D. Gray, 2nd Vice-Chairman Mayor R.M. Morrow Alderman B. Hinkley Alderman T. Murray Mr. S. Cino Mr. D.M. Hector Mr. W.H. McFarland Mr. P.O. Valeriano Mr. R. Wheeler
Absent:	Alderman P.J. Peterson Mr. T. Casey Mr. T. Yates
Also present:	Mr. L. Sage, Chief Administrative Officer Mr. D.C. Freeman, City Architect, Co-ordinator, Lloyd D. Jackson Square Mr. D.W. Vyce, Director of Real Estate Mr. K.A. Rouff, City Solicitor Mr. P. Eker, Legal Department Mr. T. Burrows, General Manager, Hamilton Place Mr. Wm. J. Penfold, General Manager, Convention Centre Mr. J. Crane, General Manager, Trade Centre/Arena Mr. J. Taso, Sales Representative, Trade Centre/Arena Mr. J.J. Schatz, Acting Secretary

Minutes of June 26

The minutes of the meeting held Tuesday, June 26 1984 were adopted as circulated to the members. (Mr. Braley obstained from voting on the adoption of the minutes).

Minutes of July 17

Subject to the following amendments and comments, the minutes of the meeting held Tuesday, July 17 1984 were adopted as circulated to the members.

- That the section dealing with the Major Indoor Soccer League Franchise be omitted from the regular minutes and included in minutes of an In Camera Meeting of the Board.

- That the section dealing with the Selection Committee for senior personnel (Page 3, Paragraph 4) be amended so as to provide for the Chairman and Vice-Chairmen of the Interim Board to be included on the Selection Committee in addition to the members of the Trade Centre/Arena Sub-committee as opposed to being, in place of the Trade Centre/Arena Sub-committee.

- That the following be included therein:

  The Board concurred with the suggestion of Mr. Jaggard that wherever reference is made to the three facilities under the Board's jurisdiction the same be listed in order of their creation namely; first Hamilton Place, second The Convention Centre and third, the Trade Centre/Arena.

Name of Board

Discussion took place with regard to a name for the new Board and the following was agreed upon:

- **Hamilton Entertainment and Convention Facilities Inc.**

The Board reviewed draft no. 2 of the private legislation as set forth in a covering letter dated July 26 1984 from Mr. P.M. Eker of the Legal Department and subject to the following comments and changes, directed the Solicitor to revise same for further review and consideration by the Board.

Draft Legislation

Mr. K.A. Rouff, City Solicitor, Mr. P.M. Eker of the Legal Department, appeared before the Board in connection with the draft legisiation.

- Section 1(e) delete the words, "The City of Hamilton Management Corporation" and replace same with "Hamilton Entertainment and Convention Facilities Inc."

- Section 1(i) include definition for Managing Director.

- Section 2 delete the words "The City of Hamilton Management Corporation" in the second and third lines and replace with the words "Hamilton Entertainment and Convention Facilities Inc."

  Change the order in which the three facilities are listed in order of their creation namely; first Hamilton Place, second The Convention Centre and third, the Trade Centre/Arena.

- Section 3 - Objects of the Corporation. The Board discussed at length as to whether or not the Objects of the Corporation should be shown as common to all facilities or listed individually for each of the three facilities and concluded that the same should be listed as common to all.

  With regard concerns expressed regarding the possible loss of the sales tax exemption which Hamilton Place presently enjoys, the Board authorized the Chairman and Vice-Chairmen to meet with the appropriate Provincial officials with a view to ensuring that this exemption continues notwithstanding the change in the Management Board.

- Section 11(3) - Change this section so as to make reference to the Directors appointed under Clause 11 as opposed to Clause 12.

- Section 12(4) - Delete Section 4 which reads "One of the Chairman, 1st Vice-Chairman and 2nd Vice-Chairman shall be a member of Council" and replace with the following to sub-sections:

  (a) at least one of the Chairman or 1st Vice-Chairman or 2nd Vice-Chairman shall be a member of Council

  (b) at least one of the Chairman or 1st Vice-Chairman or 2nd Vice-Chairman shall be a citizen member of the Board.

- Section 18(1) - Delete and replace with the following which is the same as was contained in draft no. 1 "notwithstanding clauses 18(1)(a), the employees of the Hamilton Performing Arts Corporation Inc. and the Hamilton Place Convention Centre Inc. who were employed by each of the Corporations aforesaid on the day proceeding the day this act comes into force shall be offered first employment with the Corporation."

- Section 18(2) - Delete and replace with the following which is the same as was contained in draft no. 1 "notwithstanding subsection (1)(b), any person who accepts employment offered under Sub-Section 1 shall be entitled to receive salary and wages and benefits not less than the person was receiving on the day prior to the day on which this act comes into force."

- Section 19 - Delete the words "Facility Manager shall be Chief Executive Officer of the Corporation" in the second and third lines and replace with the words "Managing Director"

- Section 19(2) - Delete the words "Facility Manager" and replace with the words "Managing Director".

- Section 19(3) - Delete the words "Facility Manager" in the second line and replace with the words "Managing Director".

- Section 20 - Delete the word "Assistant" in the second line and replace with the word "Acting" and change the title "Facility Manager" where it appears with the title "Managing Director" in order that the new section will now read as follows:

  Subject to Section 18, the Board may appoint an Acting Managing Director who shall act in place and instead of the Managing Director when the Managing Director is absent or otherwise unable to act as determined by the Board.

Section 22(1) - Substitute the word "may" in place of the word "shall" in the first line and change the titles referred to 1, 2 and 3 from "Manager" to "General Manager".

Section 22(2) - Delete the following:

3. A Director of Food, Beverage and Concessions

4. A Director of Maintenance

and replace same with the following: - "Such other employees as may be required".

Section 22(3) - Delete the words "and each director" in the first line.

Section 24(1) - Delete subsection (c) and change subsection (d) to subsection (c).

Section 25(1)(b) - Delete the words, "Convention Centre" in the fifth line and replace with the word "Corporation".

Section 26(3) - Delete the words, "not later than the 14th day of January in each year" and replace same with "as required" in order that the section will now read as follows:

- The Corporation shall submit the estimates to Council as required.

Section 26(5) - Delete the words "not later than the 31st day of March in each year" in the second and third lines and replace same with the words "as required" in order that the section will now read as follows:

- That the Corporation shall submit the annual report to Council as required.

Section 29(2) - Amend this section by deleting the words "the Council may, by by-law, authorize meetings of the Board and the Corporation" and replacing same with the words "meetings of the Board may" so that it now reads as follows:-

- Notwithstanding subsection (1), meetings of the Board may be held in camera in respect of,

Section 29(2)(e) - Insert the words "and the financial results thereof", after the word contracts in the first line in order that the section will read as follows:

- proposed or actual contracts and the financial results thereof with persons proposing or hoding conventions, meetings, receptions, trade shows, conferences, or events of any kind;.

Section 29(2)(f) - Delete section which reads as follows:

- Such other matters as the Council may determine.

Section 32(1) - Where reference is made in the second line to "surplus profits", same amended by deleting the word "surplus".

Section 32(2) - Where reference is made in the second line to "surplus profits", same be amended by deleting the word "surplus".

Considerable discussion took place with respect to the provisions of Section 36 and 37 following which it was agreed that the Chairman and Vice-Chairman would meet with the General Managers and Solicitor to review these two sections in detail and submit a report back to the Board.

In reply to a query from the Chairman as to the need for a "conflict of interest" section within the legislation, Mr. Rouff submitted that in his view same is not required.

In general discussion relative to the Chief Executive Officer of the Corporation the Board generally concluded that the title "Facilities Manager" was not suitable and that consideration should be given to changing same.

The Board met In Camera to discuss matters pertaining to a Major Indoor Soccer League Franchise, following which the meeting was again open to the public (see In Camera minutes).

Mr. Penfold was requested to provide the Board with a calendar of events either pending or committed, for the Victor K. Copps Trade Centre/Arena.

The Board concurred with the suggestion of Alderman Gray that a four man Committee be established, with power to add, to review and report to the Board on matters relative to the Trade Centre/Arena.

The following were appointed to the Committee:-

Alderman D. Gray
Mr. Sam Cino
Mr. Pat Valeriano
Mr. Reginald Wheeler

Due to the lateness of the day, the Board was unable to complete the agenda and the meeting adjourned.

The next meeting of the Board was scheduled for Tuesday, July 31, 1984 at 12:00 o'clock noon.

Taken as read and approved.

J.J. Schatz, Secretary
Interim Board

Mr. David O. Braley, Chairman
Interim Board

Tuesday, 1984 August 14
12:00 o'clock noon
Room 233, City Hall

The Hamilton Entertainment & Convention Facilities Inc. met.

Attendance

There were present: Mr. D.O. Braley, Chairman
Mr. J.C. Jaggard, Vice-Chairman
Mayor R.M. Morrow
Alderman T. Murray
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Mr. P. Valeriano
Mr. R. Wheeler
Mr. T. Yates

Absent: Alderman D. Gray - City Business
Alderman P.J. Peterson - City Business
Alderman B. Hinkley - City Business

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. D.C. Freeman, City Architect/Co-ordinator Lloyd D. Jackson Square
Mr. K.A. Rouff, City Solicitor
Mr. P. Eker, Legal Department
Mr. E.C. Matthews, City Treasurer
Mr. A. Gillespie, Director of Personnel
Mr. T. Burrows, General Manager, Hamilton Place
Mr. J. Crane, General Manager, Trade Centre/Arena
Mr. J. Tsao Sales Representative, Trade Centre/Arena
Mrs. L. Dale, Acting Secretary

Minutes

In discussing the minutes of the meeting, 1984 July 31, it was pointed out that on page 3, the subject heading should read "matters referred by Sub-committee."

The minutes of the meeting held 1984 July 31 were adopted as amended.

The Board reviewed Draft No.3 of the Private Legislation as set forth in a covering letter dated 1984 August 9 from Mr. P.M. Eker of the Legal Department and subject to the following comments and changes, directed the Solicitor to revise the same for further review and consideration by the Board at their next meeting.

— Page 2 Item J - Spelling "Lloyd"
— Page 7 Terms of Office adjusted to January 1 for 3, 2 and 1 year terms.
— Page 17 Item 6 deleted
— Page 24 Item 41, line 4, Spelling "liabilities"

Trade Centre/ Arena Report

The report of the Trade Centre/Arena dated 1984 August 13 was presented to the Board for consideration and recommendation.

After consideration, the Board approved the following recommendations in relation to the report.

— That a Chairman of Trade Centre/Arena Committee be appointed by the Hamilton Entertainment and Convention Facilities Inc. at their meeting of 1984 August 28, providing both Alderman D. Gray and Mr. P. Valeriano are in attendance at that meeting.

— That Alderman T. Murray, Mr. T. Casey and Mr. W. McFarland be appointed as members of the Trade Centre/Arena Committee.

— That the terms of reference for the Trade Centre/Arena Committee provide for the Committee to review, consider and recommend to Hamilton Entertainment and Convention Facilities Inc. on all matters pertaining to the operations of the Trade Centre/Arena Facility.

— That the Board agree in principle with the concept of leasing the retail space in the Trade Centre/Arena complex to Jackson Square Management Limited.

Telephone System

The Board received for their information Item 5 concerning the telephone system.

Trade Centre/Arena Bookings

A discussion took place concerning booking one time events. The Board was advised that the Square dancers have already been tentatively booked for next year for the Trade Centre/Arena and Convention Place, further the suggested rental fee is $9,000. The Board requested that Mr. Crane submit a full report to the Trade Centre/Arena Committee on this matter.

Following discussion, the Board agreed that the General Manager be authorized to book "one time events" in the Trade Centre/Arena, at rates negotiated and report through the Trade Centre/Arena Committee.

The Board received, for their information, Items 9 - 14 of the Trade Centre/Arena report.

In discussing Item 9, Mayor Morrow requested that he be kept informed on an ongoing basis of the bookings of the Trade Centre/Arena as well as the proposed official opening.

Finance/Audit Sub-Committee, Appoint Chairman

The Board was in receipt of a report from the Finance/Audit Sub-committee dated 1984 August 13 advising that Mr. Web McFarland had been appointed Chairman of the Finance/Audit Sub-committee.

Trade Centre/Arena Opening

The Board was in receipt of a report dated 1984 August 14 from Mr. W.H. McFarland, Chairman, Finance/Audit Sub-committee, and approved the recommendation that a report dated 1984 August 9 from Mr. John T. Crane, General Manager, Victor K. Copps Trade Centre/Arena on a subject of preparation of the opening of the new Trade Centre/Arena be received by the Board with the suggestion that this report be forwarded to the Operations Committee for its consideration.

Finance/Audit Sub-Committee - Terms of Reference

The Board was in receipt of a report dated 1984 August 14 from Mr. W.H. McFarland, Chairman, Finance/Audit Sub-committee and approved a recommendation that the Finance/Audit Sub-committee prepare terms of reference and that they forward their terms of reference to the Operations Committee for their review and consideration.

The Board was in receipt of a report dated 1984 August 13 from Mr. W.H. McFarland, Chairman, Finance/Audit Sub-committee, following consideration. After consideration, the Board approved the following recommendations:

Organization Chart

— That the attached Organization Chart, referenced as Exhibit "A", be approved as a functional organization chart for personnel to be reporting through to the Director of Finance and Administration.

Position Description Form

— That the attached Position Description Form, Exhibit "B", for the Director of Finance and Administration, be authorized and that the Director of Personnel of the City of Hamilton

  — be requested to establish an appropriate salary schedule, and

  — arrange for the recruitment of this position, subject to final approval of this Board and City Council.

Director of Finance & Administration Posting

— That the posting for the Director of Finance and Administration be arranged by the Director of Personnel of the City of Hamilton to be posted internally and in the event that suitable candidates cannot be selected from within the City of Hamilton organization, that the Director of Personnel be authorized to advertise the position outside.

Controller Position

— That the Controller position, reporting to the Director of Finance and Administration, be approved and that the City Treasurer be requested to compile a Position Description Form for approval by this Board at an early date.

Director of Marketing - Interviewing

Mr. A.F. Gillespie, Director of Personnel, advised the Board that interviewing had taken place last week for the Director of Marketing. Interviewing will continue for the next two weeks and following the completion of interviews, approximately 4 - 6 of the best candidates would be brought to the Board for their consideration.

Managing Director Job Description

A letter dated 1984 August 14 from A.F. Gillespie was distributed for the Board's information including a job description for the Managing Director and the proposed salary schedule.

Financial Repor

The Board received, for their information, a report dated 1984 August 9 from John A. Leuser, Director of Finance, including a financial report for the period ending 1984 July 31.

Signage - Hamil Place, Conventi Centre, Trade Centre/Arena

The Board was in receipt of a report dated 1984 August 8 from David C. Freeman, City Architect and Co-ordinator Lloyd D. Jackson Square, summarizing the needs for signage in and around Hamilton Place, the Convention Centre and the Trade Centre/Arena. The action being taken and the decisions required.

Mr. Freeman pointed out that the Region was conducting a study for the overall Region concerning destination signage and that any specific changes in signage should wait until the Region have completed their study.

The Board approved the following recommendations:

Local Direction Signage:

— That the Provincial Government and Art Gallery be requested to consider and approve signage on the respective buildings

— That this Board instruct the Committee to bring recommendations in regard to signage at Hamilton Place

Signage and Underground Parking:

— That signage be added in the underground garage consisting of painting directions, door identifications and facility identifications during 1984 within the existing budget

— That a proposal for further lighted signs in the garage be brought forward by the City Architect's budget

Major Downtown Signage:

— That the Board of Hamilton Entertainment and Convention Facilities Inc. endorse the installation of an electronic sign on the King Street Pedestrian Bridge

NOTE: The Board was advised that the City had approved the electronic sign, however, the Region had turned the matter down. Discussion took place on the need for this type of sign that it should be City controlled.

— That the Trade Centre/Arena Committee be requested to recommend a major signage for Victor K. Copps Trade Centre/Arena

Sales Tax Exemption - Hamilton Place

A discussion took place concerning the sales tax exemption for Hamilton Place and the other facilities and why no action had taken place from the last meeting date.

The Committee agreed with the previous recommendation authorizing the Chairman, Vice-Chairman and Mayor to meet with the appropriate Provincial Officials with a view to ensuring that this sales exemption continues notwithstanding the change in the Management Board. Further, Mr. T. Burrows is to contact the Chairman by the end of the week on this matter.

World Lacrosse Association - Rental

A letter dated 1984 July 31 from J. Crane concerning the rental for the World Lacrosse Association was distributed to the members of the Committee. Mr. Crane further advised the Committee that the Canadian Lacrosse Association was considering Hamilton and Philadelphia and that they required an answer concerning the City's rental terms by the next day. A discussion took place on the rental rates which had been suggested, the expenses, the sponsorship and all the details concerning the rental of the Trade Centre/Arena to this group.

After consideration it was moved by T. Yates and seconded by W. McFarland that the Manager advise the Lacrosse Association that the Board has given tentative approval and referred the matter to the Trade Centre/Arena Committee which will be meeting on Tuesday, 1984 August 21 and have the following questions which should be reported back to the Trade Centre/Arena Committee.

— How flexible is the meeting date?

— Where was the last meet held?

— How many attended?

— What were the revenues?

— Finance Statement?

— Sponsorship Revenue?

— Estimate of the Trade Centre expenses and clarifications on what expenses the Trade Centre will be expected to pick up?

Computerized Ticket Vending - Hamilton Place

A report dated 1984 August 14 from Mr. T. Burrows, General Manager, Hamilton Place on computerized ticket vending and marketing systems was distributed for the Board's information.

The meeting then adjourned.

Taken as read and approved.

Lynn Dale, Acting Secretary

Mr. David O. Braley, Chairman
Hamilton Entertainment & Convention Facilities Inc.

LD/sma
1984 August 14

Tuesday, 1984 August 28
12:00 o'clock noon
Room 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. met.

There were present:	Mr. D.O. Braley, Chairman Mr. J.C. Jaggard, Vice-Chairman Alderman D. Gray, 2nd Vice-Chairman Alderman P.J. Peterson Alderman T. Murray Mr. T. Casey Mr. S. Cino Mr. W.H. McFarland Mr. P.O. Valeriano Mr. R. Wheeler Mr. T. Yates	Attendance
Absent:	Mayor R.M. Morrow - City Business Alderman B. Hinkley - Vacation Mr. D. Hector - Vacation	
Also present:	Mr. P. Eker, City Solicitor's Department Mr. J. Crane, General Manager, Trade Centre/Arena Mr. J. Tsao, Sales Representative, Trade Centre/Arena Mr. A. Gillespie, Director of Personnel Mr. B. Morden, Director of Public Works Mr. W. Penfold, General Manager, Convention Centre Mrs. L. Dale, Acting Secretary	

The minutes of the meeting, 1984 August 14 were adopted as circulated to the members. Minutes

The Board was in receipt of Draft No.4 of the Private Legislation as set forth in a covering letter dated 1984, August 24 from Mr. P.M. Eker. Private Legislation

Following discussion, the Board agreed to forward the Private Legislation to the Finance Committee, for consideration, and recommendation.

The Board was advised that the Trade Centre/Arena Sub-committee has changed its name to the Trade Centre/Arena Construction Committee to eliminate confusion between various Committees.

As recommended at the previous meeting, nominations for the position of Chairman, Trade Centre/Arena Committee were open. Alderman D. Gray and Mr. P. Valeriano were nominated for the position. Chairman - Trade Centre/Arena Commit

Following a poll of the Committee members, Alderman D. Gray was appointed as Chairman to the Trade Centre/Arena Committee.

In relation to the position of the Director of Finance and Administration, the Committee was in receipt of a letter from Mr. E.A. Simpson, City Clerk, concerning the decision of the Personnel Committee. The Personnel Committee directed that the proposed establishing of the position of Director of Finance and Administration be referred back to the Hamilton Entertainment and Convention Facilities Inc. with their request that they submit to the Committee, a plan which should show the timetable for the hiring of the staff and the disposition of the current personnel on staff. A discussion took place concerning exactly what the Personnel Committee required and that the Board felt that this information had been supplied to the Personnel Committee. Director of Finance and Administration

Following discussion, it was moved by Alderman P. Peterson and seconded by Mr. R. Wheeler that the position of Director of Finance be referred back to the Personnel Committee recommending the establishment of a classification for the position and that the Chairman or his designate attend the Personnel Committee meeting to answer any questions. Alderman Gray, who is a member of the Personnel Committee, will be representing the Chairman on this matter.

Trade Centre/Arena Committee

The Board was in receipt of the First Report for 1984 of the Trade Centre/Arena Committee. Following discussion, the Committee approved the following recommendation.

1. That the General Manager of the Trade Centre/Arena report through the Trade Centre/Arena Committee on all matters relative to the operation of the Trade Centre/Arena.

2. That the General Manager of the Trade Centre/Arena be authorized to receive proposals from established firms having experience in dealing with marketing promotions for the consideration of the Trade Centre/Arena Committee.

The Board received the following recommendations for their information.

1. That once a Chairman is appointed to the Trade Centre/Arena Committee, a sub-committee be instructed to work on the opening ceremonies for the Trade Centre/Arena.

2. That items to be purchased outside the Trade Centre/Arena Construction Contract be included in the 1985 Budget preparations.

Sales Tax Exemption

Mr. J. Jaggard advised that Mr. T. Burrows, General Manager, Hamilton Place, had contacted the Deputy Premier's Office, concerning the Ontario Sales Tax Exemption. Basically, it was recommended that;

1. The opinion that no Minister should give a written recommendation of guarantee under the present circumstances

2. That an approach to the Ministry of Revenue would be pre-mature

3. That Hamilton Place should continue to operate under the present arrangement until such a time as the Ministry questions are exemption or until the new Board having been incorporated, petitions the Ministry for an overall exemption.

A copy of the Ontario Retail Sales Tax Guide was presented to the Board concerning certain requirements that need be reviewed. The Board agreed to refer this guide to the Finance and Audit Committee for their consideration and recommendation.

ce-Chairman - Trade Centre/Arena Committee

It was moved by Alderman Gray and seconded by Alderman Peterson that Mr. P.O Valeriano be appointed as Vice-Chairman of the Trade Centre/Arena Committee.

Report from the three General Manager's

Mr. Cino suggested that reports from the three Directors should be included as items of information on a monthly basis on the Board's agenda. The Board agreed in future, that minutes of the Hamilton Place and Convention Centre Board should be circulated to the Board, for their information, along with, once a month, reports from the Directors of the three facilities.

NOTE: The General Manager's should also be in attendance to answer any questions concerning their reports.

There being no further business, the meeting then adjourned.

Taken as read and approved.

L. Dale, Acting Secretary **Mr. D.O. Braley, Chairman**

Typed by S.M. Albano
LD/sma

Tuesday, 1984 September 25
12:00 o'clock noon
Room 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. met.

There were present:	Mr. D.O. Braley, Chairman Mr. J.C. Jaggard, Vice-Chairman Alderman D. Gray, Second Vice-Chairman Alderman T. Murray Alderman B. Hinkley Mr. T. Casey Mr. S. Cino Mr. W.H. McFarland Mr. R. Wheeler Mr. D. Hector	Attendance
Absent:	Mayor R.M. Morrow - City Business Mr. T. Yates	
Also present:	Mr. L. Sage, Chief Administrative Officer Mr. W. Penfold, General Manager, Convention Centre Mr. A. Gillespie, Director of Personnel Mr. D. Freeman, City Architect Mr. J. Crane, General Manager, Trade Centre/Arena Mr. J. Tsao, Sales Representative, Trade Centre/Arena Mrs. L. Dale, Secretary	

The Chairman called the meeting to order.

The minutes of the meeting 1984 August 28 were adopted as circulated to the members. — Minutes

The Committee was in receipt of a report dated 1984 September 19 from the Trade Centre/Arena Committee concerning the Licence Agreement. Alderman Gray emphasized to the Committee the urgency of dealing with this matter and processing the Agreement as soon as possible. A discussion took place concerning the use of the term licence versus contract. — Trade Centre/Arena Licence Agreement

Following discussion, the Committee approved the recommendation:

1. that the Licence Agreement appended hereto as Schedule "A" be approved in principle

2. that the Licence Agreement be forwarded to the City Solicitor for review and comment and the City Solicitor be requested to deal with this matter in the most expeditious manner possible

The Committee was in receipt of a report dated 1984 September 19 from the Trade Centre/Arena Committee concerning interm financial and operating procedures for the Trade Centre/Arena. Mr. W.H. McFarland, Chairman, Finance and Audit Sub-committee explained to the Committee the purpose of these interm financial and operating procedures and discussed, in detail, the recommendations. — Interim Financial a Operating Procedure

Following discussion, the Committee approved the following recommendation:

1. that the existing financial policies presently used by the Hamilton Convention Centre as set out in Section "A" of the attached guide, be implemented immediately

2. that the account structure of the Trade Centre/Arena adhere to the City's account classifications and financial reporting structure as presently used by Hamilton Place and the Convention Centre (Section "B" of the attached guide)

3. that the revised 1984 budget estimates (current) $250,000, prepared by Mr. John Crane, General Manager of the Trade Centre/Arena set out in Section "C" of the attached guide, be approved

4. that the individual objects within the revised 1984 operating (current) budget of $250,000 will remain unchanged for the balance of the year and that any over expenditures within existing accounts and expenditures for new accounts be approved by the Committee on an overdraft basis provided that the total expenditures do not exceed the approved budget of $250,000 (Section "D" of the attached guide)

5. that the City Architect, in liaison with the Trade Centre/Arena General Manager, continue to control the construction activities of the Trade Centre/Arena as set out in Section "E"(1) of the attached guide and that the Trade Centre/Arena Manager, in consultation with the City Architect, be responsible for capital equipment as set out in Section "E"(2) of the attached guide with the Trade Centre/Arena Construction Sub-committee continuing to retain overall responsibility for the Capital Budget for the Victor K. Copps Trade Centre/Arena in the amount of $36,975,000

Alderman Hinkley advised the Committee that in relation to recommendation #5, this list will likely have to be expanded at a later date.

General Manager's Report #1

The Committee was in receipt of the General Manager's Report #1 for the Trade Centre/Arena, dated 1984 September 11. Following discussion, the Committee agreed to receive this report for information purposes.

Audit and Finance Sub-committee Operating Results

The Committee was in receipt of the Trade Centre/Arena unaudited operating results for the period ending 1984 August 31 and the Hamilton Convention Centre Budget Control Summary ended 1984 August 31. The Committee received both of these reports for information purposes.

Personnel
Managing Director and Director of Marketing

Mr. A. Gillespie appeared before the Committee to provide an update concerning the Director of Marketing. Mr. Gillespie advised the Committee that a 102 applications had been received, 12 applicants interviewed and a short list of 6 was presently being compiled for interviewing to take place by the Selection Committee. Further, that in relation to the Managing Director, 88 applications had been received and presently they were in the process of preparing a short list concerning these applicants.

Other Business

The Committee received, for information purposes, the report on the status of the Private Legislation.

.ivate Legislation

In Camera

The Committee met IN CAMERA to discuss the position of the Managing Director and agreed that interviews for the Managing Director should be scheduled for Sunday, 1984 September 30 and that a short list of approximately 5 applicants be interviewed. Further, the Committee discussed the 1985/86 non-tenant rate guidelines.

Computerized Ticketing

Mr. D. Hector provided an update on the computerized ticketing and advised that proposals were to be received by 1984 November 15 and that the Board would be kept advised of this information.

The next meeting of the Board will be 1984 October 9 at 12:00 noon followed by the subsequent meeting on 1984 October 23 at 12:00 noon.

There being no further business, the meeting then adjourned.

Taken as read and approved.

Lynn Dale, Secretary **David O. Braley, Chairman**

Typed by S.M. Albano

Tuesday, 1984 November 6
12:00 o'clock p.m.
Room 219, City Hall

The Hamilton Entertainment and Convention Facilities Inc. met.

Attendance

There were present: Mr. D Braley, Chairman
Mr. J. Jaggard, Vice-Chairman
Mayor Morrow
Alderman D. Gray
Alderman J. Bethune
Alderman B. Hinkley
Alderman T. Murray
Mr. D. Hector
Mr. W. McFarland
Mr. P. Valeriano

Absent: Mr. T. Casey
Mr. S. Cino
Mr. R. Wheeler
Mr. T. Yates

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. W. Penfold, General Manager, Convention Centre
Mr. T. Burrows, General Manager, Hamilton Place
Mr. J. Crane, General Manager, Trade Centre/Arena
Mr. J. Tsao, Sales Representative, Trade Centre/Arena
Mrs. L. Dale, Secretary

Minutes

The minutes of the meeting 1984 September 25 were amended to show Mr. P. Valeriano absent, and also to correct the In Camera minutes to show the official opening date would be targeted for 1985 December 1.

The minutes of the meeting of 1984 September 25 were adopted as amended.

Trade Centre/Arena

Alderman D. Gray, Chairman of the Trade Centre/Arena Committee advised that the Committee had only had a Working Session at their last meeting.

-Liquor Licence

The Board was in receipt of a report dated 1984 October 30 from Mr. John T. Crane, General Manager, Trade Centre/Arena, the report having been discussed at the Trade Centre/Arena Working Session.

The Board discussed the report in relation to whether the Board was considering liquor, beer and wine or just beer.

A discussion took place concerning Mr. Crane's meeting with officials of the Liquor Licence Board and exactly what types of licences the City would be applying for for the Trade Centre/Arena.

Following discussion, it was moved by Alderman Gray and seconded by Alderman Hinkley and carried that:

1. (a) the City of Hamilton approach the Ontario Ministry of Consumer and Commercial Relations to facilitate the necessary legislative changes to permit alcoholic beverages to be served in private boxes, concession areas and specific designated areas of arenas.

   (b) the City of Hamilton invite appropriate Municipalities to support the City's application for legislative changes for arenas.

2, that the Trade Centre/Arena Management staff proceed to apply for the appropriate liquor licences.

In relation to recommendation 1(b), the Board suggested that possibly this recommendation be circulated to Municipalities that have arenas with seating capacity for over 8,000.

-Financial Stateme

The Board received, for their information, a budget control summary report financial statement for the 9 month period ended 1984 September 30 for the Victor K. Copps Trade Centre/Arena.

-Statement of Expenditures

The Board was in receipt of a report dated 1984 October 12 from Mr. E.C. Matthews being a statement of expenditures as of 1984 September 30 outlining the gross authorized cost of $36,975,000 the amount spent and committed to date along with the uncommitted balance available.

-Federal Sales Tax

A discussion took place concerning the increase in the Federal Sales Tax now this was creating an extra cost to the construction of the arena. Mr. Hector suggested that there may be a grandfather clause in the legislation that might exclude the arena in that it is already under construction or because the contract has already been signed.

Alderman Hinkley indicated that the Trade Centre/Arena Construction Sub-committee would look into this matter.

Services for the Disabled

The Board was in receipt of a letter from Joan Gallipeau, Regional Clerk concerning item 6 of the Social Services Committee which was approved by Regional Council on 1984 October 16 being that a copy of the Sydney Opera House Pamphlet Services for the disabled be forwarded to the City of Hamilton Super Board suggesting that a similar pamphlet be produced for distribution to the patrons of Hamilton Place, the Convention Centre and the Trade Centre/Arena.

The Board was also in receipt of a letter dated 1984 November 1 from Miss Norman Walsh, Staff Resource, Regional Advisory Committee for the Physically Disabled, offering assistance in compiling data for a pamphlet and with layout.

Following discussion, it was moved by Mr. McFarland, seconded by Alderman Hinkley and carried that this pamphlet and recommendation be forwarded to the Convention Centre Board, the Hamilton Place Board and the Trade Centre/Arena Management Committee to receive their necessary input for a review of the pamphlet in relation to their own facilities and that they report back to the Hamilton Entertainment and Convention Facilities Inc. with their recommendations. Further, that this recommendation be forwarded to Miss Walsh for her information.

General Manager's Report
-Hamilton Place

The Board was in receipt of the General Manager's report from Hamilton Place and Mr. T. Burrows highlighted his report and minutes.

-Convention Centre

The Board was in receipt of a report from the General Manager of the Convention Centre and Mr. Wm. Penfold highlighted his report and minutes for the Board.

Following discussion, the Board agreed to receive, for their information, both General Managers' reports.

The Board received, for their information, a copy of item 3 of the Nineteenth Report of the Finance Committee which was adopted by City Council at its meeting held on Tuesday, 1984 October 9, concerning properties acquired for the Trade Centre/Arena parking.

New Business

Mr. Hector suggested that in relation to the Federal Sales Tax, that some type of recommendation should be made to the Federal Government asking them to defer this sales tax or asking for a grant. The matter was referred to the Trade Centre/Arena Construction Sub-committee for their consideration.

In Camera

It was moved by Alderman Hinkley and seconded by Mr. P. Valeriano that the Board deal with the Private and Confidential matter in camera.

There being no further business, the meeting was then adjourned.

Taken as read and approved.

Lynn Dale, Secretary **Mr. D. Braley, Chairman**

Typed by S.M. Albano

Tuesday, 1984 November 20
11:30 o'clock a.m.
Room 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. met.

Attendance

There were present: Mr. David Braley, Chairman
Mr. J. Jaggard, Vice-Chairman
Mayor R. Morrow
Alderman D. Gray
Alderman J. Bethune
Alderman B. Hinkley
Alderman T. Murray
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. P. Valeriano
Mr. R. Wheeler
Mr. T. Yates

Absent: Mr. W. McFarland

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. A. Gillespie, Director of Personnel
Mr. T. Burrows, General Manager, Hamilton Place
Mr. Wm. Penfold, General Manager, Hamilton Convention Centre
Mr. J. Crane, General Manager, Trade Centre/Arena
Mr. J. Tsao, Sales Representative
Mrs. L. Dale, Secretary

Minutes

The minutes of the meeting held 1984 November 6 were adopted as circulated.

Sales Tax

Mr. Hector questioned what follow up taken place in relation to the sales tax for the Trade Centre/Arena. Mr. Sage advised that the legislation states a certain date and that no party is exempt. Further, that the Treasurer has indicated that the City will have to pay this additional tax. Mr. Hector indicated that the matter should be persued in respect to requesting a rebate or additional grant. Alderman Hinkley indicated that this matter would be reviewed in detail by the Construction Sub-committee.

Comptroller

The Board was in receipt of a report dated 1984 November 14 from Mr. E.C. Matthews concerning approval of a position description form for Comptroller.

Following discussion, the Board approved the following recommendation;

1. That the attached position description form Exhibit "A" for the Comptroller be authorized and the Director of Personnel for the City of Hamilton be requested to establish an appropriate salary schedule and arrange for the recruitment for the position. Subject to file approval of this work.

2. That the posting for the position of Comptroller be arranged by the Director of Personnel for the City of Hamilton at the appropriate time, to be posted internally and in the event that the a suitable candidate cannot be selected from within the City of Hamilton organization, that the Director of Personnel be authorized to advertise the posting of this position.

The Board was in receipt of a report from the Hamilton Convention Centre of the minutes of the meeting held 1984 September 24. The General Manager, Mr. Wm. Penfold, discussed these minutes in further detail.

Following discussion, the Board received the report from the General Manager of the Hamilton Convention Centre for information only.

There being no new business, the Board agreed to move In Camera

Following the In Camera meeting, the Board approved a recommendation:

1. that Norman Freedman be granted the first right of refusal to stage N.B.A. Basketball Association games in Hamilton for an initial 3 year period and such right of refusal will terminate if two N.B.A. Basketball games are not held by June 30, 1986 in the Trade Centre/Arena.

2. that the General Manager of the Trade Centre/Arena be given authorization to negotiate and book N.B.A. Basketball games for the Trade Centre/Arena.

There being no further business, the meeting was adjourned.

Taken as read and approved.

Lynn Dale, Secretary **Mr. D. Braley, Chairman**

Tuesday, 1984 December 11
12:00 o'clock noon
Room 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. met.

Attendance

There were present: Mr. D. Braley, Chairman
Mr. J. Jaggard, Vice-Chairman
Mayor R.M. Morrow
Alderman D. Gray
Alderman J. Bethune
Alderman B. Hinkley
Alderman T. Murray
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Mr. R. Wheeler
Mr. T. Yates

Absent: Mr. P. Valeriano

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. A. Gillespie, Director of Personnel
Mr. Wm. Penfold, General Manager, Hamilton Convention Centre
Mr. J. Leuser, Director of Finance & Administration
Mr. J. Crane, General Manager, Trade Centre/Arena
Mr. J. Tsao, Sales Representative
Mrs. L. Dale, Secretary

1986 World Junior Hockey Championship

The Board received a report dated 1984 December 11 from Mr. John T. Crane, advising that the City of Hamilton was successful in acquiring the rights to be the host City for the 1986 World Junior Hockey Tournament.

The Board viewed the video presentation which had been given the past weekend in Montreal in competition with representatives from Calgary and Winnipeg.

Fund Raising

The Board received a list of items which must be purchased outside the tender. The Board members were asked to review the list and indicate if there were any items which they felt should be added. Alderman Hinkley advised the Board that the Foundaion and Fund Raising Committee had been reviewing this list and discussing various ways of fund raising to contribute. At the present time, they were reviewing a strategy concerning the purchases of seats and the money raised will go to subsidize these items.

Alderman Hinkley reminded the Board that their job was to review or priorize this list not to comment on the method of fund raising. Various Board members indicated that they hoped that the Fund Raising Committee would review not only raising money by plaquing seats but also by an overall fund raising campaign. Further, it was suggested that the video could be revised by CHCH and used for the fund raising.

Following discussion, the Board agreed to receive the report for their information.

Comptroller

The Board was in receipt of a report dated 1984 December 6 from Mr. A.F. Gillespie, Director of Personnel concerning classification of the position of Comptroller.

Following discussion, the Board approved a recommendation:

1. That the position of Comptroller be classified in Salary Schedule 118, $35,655.88, $37,257.48, $38,934.48, $40,687.92, $42,517.28 per annum.

2. That the position be posted and filled by the normal recruitment practices.

Concessions

The Board was in receipt of a report from Mr. W. Penfold, concerning Concessions. Mr. Penfold explained the report in further detail outlining the three options which he felt were available in relation to Concessions. A discussion took place on the three options and the advantages of each option.

Mr. Penfold indicated that if the Convention Centre was to be involved with Concessions, they would require a Consultant to assist in setting up the programme. There are many facets involved from marketing to sales and accounting.

The Board expressed a desire to keep the Concessions within In House.

Following discussion, the Board agreed to table this item until the Managing Director was hired. However, in the interim the Board directed that the staff continue to review the matter and perhaps visit some of the local facilities to review which option they were involved with.

Minutes of the Hamilton Convention Centre Board

The minutes of the Hamilton Convention Centre Board, dated 1984 October 6, were received.

The Board received, for their information, information items concerning electronic scoring system and private boxes.

The Board moved In Camera to discuss a confidential matter concerning the Managing Director.

The meeting then adjourned.

Taken as read and approved.

Lynn Dale, Secretary **Mr. D. Braley, Chairman**

Typed by S.M. Albano

Tuesday, 1985 January 22
12:00 o'clock noon
Roo 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. met.

There were present:	Mr. D. Braley, Chairman Mr. J. Jaggard, Vice-Chairman Alderman D. Gray Mayor R. Morrow Alderman J. Bethune Alderman B. Hinkley Alderman T. Murray Mr. T. Casey Mr. S. Cino Mr. D. Hector Mr. W. McFarland Mr. P. Valeriano Mr. R. Wheeler	Attendance
Absent:	Mr. T. Yates	
Also present:	Mr. L. Sage, Chief Administrative Officer Mr. B. Conacher, Managing Director Mr. T. Burrows, General Manager, Hamilton Place Mr. Wm. Penfold, General Manager, Hamilton Convention Centre Mr. J. Crane, General Manager, Trade Centre/Arena Mr. J. Leuser, Director of Finance and Administration Mrs. L. Dale, Secretary	

Minutes

The minutes of the meeting held 1984 November 20 and December 11 were adopted as circulated.

Comptroller

In relation to business arising from the minutes, the Chairman asked Mr. J. Leuser to report concerning the Comptroller Position. Mr. J. Leuser advised that he had conducted interviews and that Mr R. Turkstra would be his recommendation. The Board concurred with Mr. Leuser's recommendation that Mr. R. Turkstra be appointed Comptroller.

Alderman Hinkley updated the Board in relation to the sales tax indicating that on the recommendation of the Finance Committee, City Council had passed a resolution objecting to the increase in sales tax for the Arena and this resolution was forwarded to the appropriate Federal and Provincial representatives.

1985 Operating Budget

The Board was in receipt of the 1985 Operating Budget for a Corporate and Trade Centre/Arena.

Following discussion, the Board approved that the 1985 Estimates be approved as submitted in the amount of $1,341,000 for submission to the Finance Committee.

N.B.A. Basketball

The Board was in receipt of a report dated 1985 January 9, from the Trade Centre/Arena Management Committee concerning the N.B.A. Basketball Games.

Following discussion, the Board approved the recommendation that the time period within which two N.B.A. Basketball games have to be held be extended from 1986 June 30 to 1986 October 30. Further, the Board also expressed concern that the Harlem Globetrotters not be considered N.B.A. Baksetball and as a result, requested that staff review the matter to be clear that there is not a conflict with the Harlem Globetrotters in relation to the first right of refusal to the N.B.A. Basketball games.

In relation to the discussion that had been held at the Trade Centre/Arena Management Committee meeting, the Board also directed that Mr. Freedman's letter of 1984 November 30 be replied to clearly defining exactly what approvals the Board is prepared to grant Mr. Freedman in relation to the first right of refusal for N.B.A. Basketball games.

Financial Statements

The Board was in receipt of a report dated 1984 November 15 from Mr. John A. Leuser, Director of Finance and Administration, concerning the financial statements for the ten-month period ended 1984 October 31.

1984 October 31

Following discussion, the Board agreed to receive the financial statements for 1984 October 31.

The Board was in receipt of a report dated 1984 December 17 from Mr. John A. Leuser, Director of Finance and Administration, enclosing the financial statement for the eleven-month period ended 1984 November 30.

1984 November 30

Following discussion, the Board agreed to receive the financial statement for the period ending 1984 November 30.

Managers' Reports

Managing Director

Mr. B. Conacher, Managing Director, provided his first Manager's Report to the Board. Mr. Conacher indicated that this was his introductory speech and that there were a number of objectives and priorities that he felt were important in relation to the three facilities. Some of the concerns which Mr. Conacher raised are that we need a policy on the basic philosophy; are we landlords or promoters? A philosophy concerning potential hockey users; that there may be a need to strike a sub-committee of two or three members in order to review hockey negotiations; that the matter concerning logos should be reviewed, we need a dialogue on licensing rates.

Business Plan

A discussion took place concerning the matter on the City being a landlord vs a promoter. On the matter of future direction, the Board approved a recommendation that the Management be directed to prepare a business plan for the Hamilton Entertainment and Convention Facilities Inc. by fall of 1985.

A discussion took place concerning contract negotiations in relation to N.H.L. franchises. A number of alternatives were discussed by the Board concerning the possible need to set up a sub-committee to deal with confidential negotiations.

Following discussion, the Board directed the Managing Director to prepare a report outlining guidelines and strategy for N.H.L. negotiations.

Hamilton Place

The Board was in receipt of the minutes of the meetings of the Hamilton Place Board held 1984 October 26 and November 29.

Following discussion, the Board agreed to receive these minutes for information purposes only.

Hamilton Convention Centre

The Board was in receipt of the minutes of the meetings of the Hamilton Convention Centre Board held 1984 November 26.

Following discussion, the Board agreed to receive these minutes for information. The Board directed that in future, the section on the Manager's Reports should be subdivided into action and information items and that the information items be stamped accordingly.

Information Items

The Board received, for their information, the following items:

(a) a report concerning the additional contribution from the Province of Ontario

(b) 1986 World Junior Hockey Championships

The Chairman indicated that the next meeting of the Hamilton Entertainment and Convention Facilities Inc. was tentatively scheduled for 1985 February 5.

There being no further business, the meeting was adjourned.

Taken as read and approved.

Lynn Dale, Secretary **Mr. D. Braley, Chairman**

Typed by S.M. Albano

Tuesday, 1985 February 5
12:00 o'clock noon
Room 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. met.

Attendance

There were present: Mr. D. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Alderman D. Gray, 2nd Vice-Chairman
Mayor R. Morrow
Alderman J. Bethune
Alderman B. Hinkley
Alderman T. Murray
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. P. Valeriano
Mr. R. Wheeler
Mr. T. Yates

Absent: Mr. W. McFarland

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. B. Conacher, Managing Director
Hamilton Entertainment & Convention Facilities Inc.
Mr. A. Gillespie, Director of Personnel
Mr. Wm. Penfold, General Manager, Hamilton Convention Centre
Mr. T. Burrows, General Manager, Hamilton Place
Mr. J. Crane, General Manager, Trade Centre/Arena
Mr. J. Leuser, Director of Finance & Administration
Hamilton Entertainment & Convention Facilities Inc.
Mrs. L. Dale, Secretary

Minutes

The minutes of the meeting held 1985 January 22 were adopted as circulated.

Hamilton Place

The Board was in receipt of the minutes of the meeting of the Hamilton Place Board held 1985 January 3.

A discussion ensued concerning inventive programming reserve.

Following discussion, the Board directed that the minutes of the meeting of the Hamilton Place Board held 1985 January 3, be received.

The Board agreed to move in camera to deal with the Private and Confidential Personnel matters.

Hiring Policy

Following discussion, the Board directed that the report concerning hiring policy and procedures for new full-time positions dated February 5 from Mr. J.A. Leuser, Director of Finance and Administration be noted and received.

There being no further business, the meeting was adjourned.

Taken as read and approved.

Lynn Dale, Secretary **Mr. D. Braley, Chairman**

Typed by S.M. Albano
1985 February 14

Tuesday, 1985 February 26
12:00 o'clock noon
Room 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. met.

Attendance

There were present: Mr. D. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Alderman D. Gray, 2nd Vice-Chairman
Mayor R. Morrow
Alderman J. Bethune
Alderman B. Hinkley
Alderman T. Murray
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Mr. P. Valeriano
Mr. R. Wheeler

Absent: Mr. T. Yates

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. B. Conacher, Managing Director
Mr. T. Burrows, General Manager, Hamilton Place
Mr. Wm. Penfold, General Manager, Convention Centre
Mr. J. Leuser, Director of Finance & Administration
Mr. A. Gillespie, Director of Personnel
Mrs. L. Dale, Secretary

Minutes

The minutes of the meeting held 1985 February 5 were amended, page 1, paragraph 3:

"A discussion ensued concerning innovative programming reserve."

Following discussion, the minutes of the meeting held 1985 February 5 were adopted as amended.

Managing Director Report -Job Description for Executive Secretary

The Board was in receipt of a report from Mr. John A. Leuser, Director of Finance and Administration, dated 1985 February 21, concerning the approval of the position of the Executive Secretary to the Board of Directors and the Managing Director, Mr. B.K. Conacher.

The Board agreed that the report should be amended, page 6, job evaluation to read: Association with at least one other Board preferred. In addition, all references in the report in the female gender should be deleted and replaced with non sexist terminology.

After consideration, the Board approved the following recommendations:

1. That the attached Job Information Questionnaire for the Executive Secretary be authorized and classified in Salary Schedule 112, $22,800.44, $23,616.32, $24,548.68, $25,679.16, $27,001.52 per annum, subject to the City's current non-union salary study.

2. That the position be posted internally by the Director of Personnel of the City of Hamilton and in the event that a suitable candidate can not be selected from within the City of Hamilton organization, that the Director of Personnel be authorized to advertise the posting outside.

3. That the selected candidate for the position be approved by this Board.

Director of Marketing

The Managing Director advised that the Director of Marketing position had been offered to Mr. Crosley. However, when Mr. Crosley gave notice he received a comparable offer from his existing employer and Mr. Crosley declined the City's job offer.

Mr. Conacher indicated that he would proceed to discuss the position with the second candidate. However, Mr. Conacher suggested that the position should be called the Director of Facilities Marketing and that definitely whoever came into the position must have Marketing experience. With this in mind, he would like to put a proposal together and circulate it to all similar facilities to see if anyone might be interested. This way, we would be able to secure facilities marketing experience.

Hockey Negotiations

Mr. Conacher suggested, that there was need to set up a Committee for Hockey Negotiations.

Mr. Conacher indicated that a Negotiating Committee for hockey uses was to be set up.

Legal Advice

Following discussion, it was moved by the Mayor, seconded by Mr. S. Cino and carried that the Committee for Hockey negotiations be composed of the Chairman, 1st and 2nd Vice-Chairmen, the Mayor and Managing Director.

Mr. Conacher advised the that in dealing with Hockey contract negotiations, there was a need for very specialized legal advice. Further, that due to this special expertise and the time constraints involved, that he would suggest that outside legal assistance be retained on a contract or retainer basis.

Following discussion, it was moved by Mr. D. Hector, seconded by Mr. S. Cino and carried "that a recommendation be sent to the Finance Committee that Mr. John Evans, of the firm of Philp, Gordon, Leggat, Evans, Pickett and Culver be engaged to assist Mr. Conacher in drafting the Hamilton Steelhawks Contract and that copies of this report be sent to Mr. K.A. Rouff, City Solicitor."

Further, the Board agreed that the use of Mr. Evans' would be for this specific purpose, depending on whether Mr. Evans' services were adequate then the matter should be reviewed in further detail. The Board will also have to consider calling for proposals.

Visual Identification

Mr. Conacher distributed a letter dated 1985 February 20 from Burton Kramer, Burton, Kramer Associates Ltd. concerning visual identification.

Following discussion on the need for visual identification for both the Arena and the Board, the Board approved the following recommendation:

That the firm of Burton, Kramer Associates Ltd. be requested to provide a full proposal and cost estimate with respect to implementing those items not already contained in the existing contract as outlined in proposal A of his letter dated 1985 February 20.

Hiring Policies and Procedures

The Board was in receipt of a report dated 1985 February 22 from Mr. John A. Leuser, outlining the hiring policy and procedures for new full time positions. A discussion took place concerning the hiring procedures especially in relation to item 5 and 6 of the report.

Following a thorough discussion, the Board approved the hiring policy and procedures of new full time positions dated 1985 February 22 and directed these policies be forwarded to the Personnel Committee.

Hamilton Place

The Board was in receipt of the minutes of the meeting of the Hamilton Performing Arts Corporation held 1985 January 31. The Board directed that the minutes of the Hamilton Performing Arts Corporation 1985 January 31, be noted and received for information.

Hamilton Convention Centre

The Board was in receipt of the minutes of the meeting of the Hamilton and Convention Centre Board dated 1985 January 7. Following discussion, the Board directed that the minutes of the Hamilton Convention Centre Board dated 1985 January 7 be noted and received for information.

Scoreboard Clock

Mr. Conacher provided an update concerning the scoreboard clock. He indicated that they were screening proposals and that Mr. Crane would be travelling to Winnipeg this week in order to review their scoreboard clock. As a result, they will be coming back to the Board in the very near future with a recommendation.

Trade Centre/Arena Management Committee -1985 Licence Fee Rates

The Board was in receipt of a report dated 1985 February 21, from the Trade Centre/Arena Management Committee concerning the 1985 Licence Fee Rates for the Trade Centre/Arena. Mr. Conacher highlighted the details of the report indicating that the facility has to follow a user-pay policy and that these rates have been prepared on this basis.

Following discussion, the Board approved "that the revised 1985-86 Facility Licence Fee Rates for the Trade Centre/Arena dated 1985 February 13 appended as Schedule "A" to the report be approved."

Capital Budget Submission

The Board was in receipt of a report from the Trade Centre/Arena Management Committee dated 1985 February 21, concerning the 1985 Capital Budget submission for the Victor K. Copps Trade Centre/Arena.

After consideration, the Board approved the following recommendation:

"That the Capital Budget of $4,367,230 for the Victor K. Copps Trade Centre/Arena be forwarded to the Capital Budget Committee for their consideration."

Operating Statement

The Board was in receipt of a report dated 1985 February 21 from the Trade Centre/Arena Management Committee containing the Operating Statement for the Victor K. Copps Trade Centre/Arena for the year ended 1984 December 31. The Board directed that the Operating Statement for the year ended 1984 December 31 be noted and received for information purposes.

Services for the Disabled

The Board received the letter dated 1985 February 7 from Patricia Bennett, Secretary, Hamilton Convention Centre Board, concerning Services for the Disabled re correspondence, 1984 November 16. The Board directed that the report be noted and received for information purposes.

Private Legislation -Status

The Board was in receipt of a letter dated 1985 February 21 from Mr. P.M. Eker, City Solicitor's Office concerning the status of the Private Legislation. It was suggested by the Board members that the three (3) political parties be contacted and that some sort of pressure be put on in order to get this legislation through as soon as possible. Mr. Leuser indicated that Brian Charlton would be sponsoring the bill.

Relocation Expenses

The Board was in receipt of a private and confidential report concerning the payment of relocation expenses to Mr. B. Conacher.

Following discussion, the Board approved that the private and confidential report dated 1985 February 21 from Mr. John A. Leuser, Director of Finance and Administration, concerning the payment of relocation expenses to Mr. Brian Kennedy Conacher, Managing Director, Hamilton Entertainment and Convention Facilities Inc., be received for the Board's information.

The Chairman indicated that due to the March break, there would be no meeting two weeks from today. It is anticipated that the next meeting would be held in three weeks time, being 1985 March 19.

There being no further business, the meeting was adjourned.

Taken as read and approved.

Lynn Dale, Secretary **Mr. D. Braley, Chairman**

Typed by S.M. Albano

Tuesday, 1985 March 19
12:00 o'clock noon
Room 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. met.

There were present: Mr. D. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Alderman D. Gray, 2nd Vice-Chairman
Mayor R.M. Morrow
Alderman B. Hinkley
Alderman T. Murray
Mr. T. Casey
Mr. D. Hector
Mr. W. McFarland
Mr. P. Valeriano
Mr. R. Wheeler

Attendance

Absent with Regrets: Alderman J. Bethune
Mr. S. Cino
Mr. T. Yates

Also present: Mr. B.K. Conacher, Managing Director
Mr. J. Leuser, Director of Finance & Administration
Mr. J. Crane, General Manager, Trade Centre/Arena
Mr. T. Burrows, General Manager, Hamilton Place
Mrs. L. Dale, Secretary

The minutes of the meeting held 1985 February 26 were adopted as circulated.

Minutes

Mr. B. Conacher provided the Committee with an update concerning the position of the Director of Marketing. A personal letter has been sent to all similar positions across Canada. To date, Mr. Conacher indicated that there has been a very interesting response and that he will keep the Board advised accordingly.

Managing Director's Report

- Director of Marketing

The Board was in receipt of a report dated 1985 March 18 from Mr. B.K. Conacher, Managing Director, concerning Graphics Identification for the Trade Centre/Arena and the Hamilton Entertainment and Convention Facilities Inc. Mr. Conacher advised the Committee that a fee of $9,050 had been set to cover specific items as described in Mr. Kramer's letter dated 1985 March 15 and that an additional contingency at a maximum of 12%, $1,086 would be set aside bringing to the total up to $10,116 which would cover items not described herein are known at this time but in any event, would only be charged if they were actually done.

- Graphics Identification

A discussion took place concerning the decision-making process which would take place in order to identify a logo for the various facilities.

Following discussion, the Board approved the following recommendation:

"That Burton Kramer Associates Ltd. be retained at a fee not to exceed $10,116 to undertake the Graphics Identification as described in Mr. Kramer's letter dated 1985 March 8. Further, that sufficient funding is available within the Trade Centre/Arena Operating Budget."

As part of the Graphics Identification, Mr. Kramer also indicated in his letter, dated 1985 March 18, the need for the common usage name for the Trade Centre/Arena. Mr. Kramer's report suggests two approaches which may be workable. The first, the least complicated, is the Copps Centre, and the second suggestion is the Copps Colosseum.

A lengthy discussion took place by the Board concerning the pros and cons of calling the facility the Copps Centre or the Copps Colosseum. Alderman Hinkley indicated that he wanted to make it very clear that we were not renaming the Trade Centre/Arena, but were coming up with a colloquial name.

Following discussion, it was moved by Mr. R. Wheeler, seconded by Mr. P. Valeriano and carried "that the common usage name for the Trade Centre/Arena would be the **Copps Coliseum**". The Board agreed that since this was not changing the legal name, that at this point in time, there is no need for this name to go to the Finance Committee and City Council.

- Copps Coliseum

Hamilton Steelhawks

Mr. Conacher advised the Board that in relation to the Hamilton Steelhawks, that he would be meeting in the very near future, to complete to negotiations.

Official Opening Date

Mr. Conacher indicated to the Board that the official opening date of the Arena has been scheduled for 1985 December 1. However, he did have concerns on whether the facility would be ready by this date and would like to suggest that possibly the opening be targetted for 1985 December 14. If the facility is opened prior to that, it will be used, however this would be the official opening date.

Mr. R. Wheeler, Chairman, Opening Ceremonies Sub-Committee expressed some concern in that certain dignitaries, for example, the Prime Minister, have already been invited for 1985 December 1. The Chairman indicated that he would leave the exact date of the opening ceremonies to be worked out between the Sub-Committee and Staff. The Board should be advised accordingly.

The Committee moved in camera to discuss the scoreboard clock and N.H.L. negotiations.

The meeting then adjourned.

Taken as read and approved.

Lynn Dale, Secretary **Mr. D. Braley, Chairman**

Typed by S.M. Albano

Tuesday, 1985 April 2
12:00 o'clock noon
Room 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. met.

Attendance

There were present: Mr. D.O. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Alderman D. Gray, 2nd Vice-Chairman
Mayor R. Morrow
Alderman J. Bethune
Alderman B. Hinkley
Alderman T. Murray
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Mr. P. Valeriano
Mr. R. Wheeler
Mr. T. Yates

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. B. Conacher, Managing Director
Mr. T. Burrows, General Manager, Hamilton Place
Mr. Wm. Penfold, General Manager, Hamilton Convention Centre
Mr. J. Leuser, Director of Marketing
Mrs. L. Dale, Secretary
Mrs. S. Reeder, City Clerk's Department

Minutes

The minutes of the meeting held 1985 March 19 were adopted as circulated.

- Hamilton Place

The Board was in receipt of the minutes of the Hamilton Place Board held 1985 February 28. Mr. T. Burrows updated the Board on the computerized ticketing indicating that a number of proposals had been received. Further, he would be having a meeting with all the Managers involved in the very near future to review the various proposals. Following that, he will be reporting to the Hamilton Place Board and then on to the Hamilton Entertainment and Convention Facilities Inc. Board.

- Computerized Ticketing

A discussion took place concerning the locations of box offices and it was agreed that in addition, the main office at Hamilton Place, box offices should be located throughout the City.

The Board agreed that the appropriate approval process for this item would be that a recommendation would go to the Hamilton Place Board and then on to the Hamilton Entertainment and Convention Facilities Inc. Board.

Minutes

Following discussion, the Board directed that the minutes of the Hamilton Performing Arts Corporation Inc. held on Thursday, 1985 February 28, be noted and received for information purposes.

- Hamilton Convention Centre

The Board was in receipt of the minutes of the meeting held 1985 February 25 from the Hamilton Convention Centre Board.

Following discussion, the Board directed that the minutes of the meeting held 1985 February 25 from the Hamilton Convention Centre Board be noted and received for information purposes.

Operating Results 1985 February 28

The Board was in receipt of a report dated 1985 March 14 from Mr. John A. Leuser, Director of Finance and Administration, concerning the unaudited operating results for the two-month period ended 1985 February 28.

The Board was advised that there were two minor clerical errors in the report, page 1, marketing should read 1.9% rather than 18.8% and page 3, total percentage at the bottom of the page should read 1.9% rather than 18.8%.

Following discussion, the Board directed that the unaudited operating results for the two-month period ended 1985 February 28 be noted and received and forwarded to the Finance Committee for their inforamtion.

Managing Director's Report

The Managing Director provided an update for the Board in relation to the following items.

- Board meeting

Mr. Conacher indicated that he had a number of concerns regarding the schedule of meetings in that there were too many meetings taking place and not enough time between the meetings to do the actual work and prepare the proper reports. Mr. Conacher suggested that possibly the Board might consider meeting once a month and that any additional Board meetings, if necessary, could be at the call of the Chair.

Following discussion, the Board agreed that their meetings would take place on the second Tuesday of the month at 11:00 a.m., and that the Trade Centre/Arena Management Committee meetings would take place the first Tuesday of the month. All other meetings would be at the call of the respective Chairman.

With this in mind, the next meeting of the Trade Centre/Arena Management Committee is scheduled for 1985 May 7 and the next meeting of the Hamilton Entertainment and Convention Facilities Inc. Board will be scheduled for 1985 May 14.

- Private Legislation

Mr. Conacher expressed concern in relation to the private legislation. Since a Provincial Election had been called, the the private legislation would not be dealt with for some time. Mr. Conacher expressed concern with the approval process in that, many items would go to the Trade Centre/Arena Management Committee, on to the Hamilton Entertainment and Convention Facilities Inc. Board, to the Finance Committee and then on to City Council. This would be a very difficult process and could create problems particularly in the need for confidentiality with contracts that have to be dealt with behind closed doors.

The Board agreed that this process would be difficult however, there was no alternative and that the process would have to be made to work.

- Copps Coliseum

Mr. Conacher requested confirmation from the Board in relation to the Graphics Identity and that the coloquial name would be the **Copps Coliseum**. The Board agreed that the coloquial name is the **Copps Coliseum**, and since this is not the legal name of the Trade Centre/Arena, this did not need to proceed on to the Finance Committee and City Council.

- Director of Marketing

Mr. Conacher indicated in relation to the Director of Marketing, that he had personally circulated a letter to approximately 50 to 60 facilities. He had received half a dozen interested responses he was proceeding with this matter as quickly as possible.

- Advertising and Promotion

Mr. Conacher advised that in relation to advertising and promotion, he had met with R.T. Kelly and that as an interim measure they would be piggybacking with the Regional contract on a project by project basis. At the present time, he will be working with R.T. Kelly on the preparation of a brochure and some art work for ads for the Arena.

- Fund Raising Committee

Mr. Conacher indicated that he had some concerns with the Fund Raising Committee and with the proposal to place plaques on the Arena seats. Further, he did not really feel that the plaques were suitable to a multi-purpose facility such as the Arena. Alderman Hinkley indicated that if there were problems with the plaques, that the Fund Raising Committee should be contacted immediately as they were proceeding in this direction. Mr. Conacher indicated that he would be meeting with the Fund Raising Committee that evening to express his concerns. The Board requested that Mr. Sage assist in coordinating the Fund Raising Committee.

- Food Concessions

Mr. Conacher indicated in relation to the Food Concessions, that a proposal call had gone out and as of March 28, approximately 20 companies had picked up proposal packages. Further, that an advertisement was to placed in the Globe & Mail and the Spectator. Alderman Merling appeared before the Committee to express concern that proposals had been called without City Council approval. Mr. B. Conacher indicated that this was a proposal only to see which direction the Board might wish to go and that it was similar to what was happening with the Box Office through the Hamilton Place. Following a review of proposals, then the staff would be recommending a direction as well as a particular company to the Hamilton Entertainment and Convention Facilities Inc. Board.

Alderman Merling expressed concern over the use of the Hamilton Entertainment and Convention Facilities as they have no real legal identity and that only the City of Hamilton should be mentioned.

The Board agreed that possibly any necessary amendments should be made to the particular ad to ensure that it reads also City of Hamilton and not just Hamilton Entertainment and Convention Facilities Inc Board. Further, the Board agreed that the Chairman of the Hamilton Entertainment and Convention Facilities Inc. Board and the Chairman of the Trade Centre/Arena Management Committee should meet with the appropriate staff to discuss the approval procedures for the Hamilton Entertainment and Convention Facilities Inc. Board in relation to the Committee's of Council and Council. Further, the Board directed any necessary amendments should be made to the proposal call to also include the City of Hamilton.

The Board agreed to move in camera to discuss a number of items.

Following an in camera meeting, the following motions were approved the Board.

In Camera

That the Corporation of the City of Hamilton enter into a Licence Agreement with the Hamilton Steelhawks under the terms and conditions as outlined in a report dated 1985 March 29.

- Hamilton Steelhawks

That the City of Hamilton purchase the refurbished Scoreboard Clock from **White Way Sign** at a cost of $200,000 plus applicable taxes as outlined in a report dated 1985 March 28 and that this recommendation be forwarded to the Trade Centre/Arena Construction Sub-Committee and on to the Parks and Recreation Committee for its consideration and recommendation.

- Scoreboard Clock

There being no further business, the meeting was adjourned.

Taken as read and approved.

Lynn Dale, Secretary **Mr. D.O. Braley, Chairman**

Typed by S.M. Albano

Tuesday, 1985 May 14
11:00 o'clock a.m.
Room 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. Interim Board met.

Attendance

There were present:
Mr. D. O. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Alderman D. Gray, 2nd Vice-Chairman
Alderman B. Hinkley
Alderman T. Murray
Mr. S. Cino
Mr. D. Hector
Mr. P. Valeriano
Mr. R. Wheeler
Mr. T. Yates

Regrets:
Mayor R. Morrow
Alderman J. Bethune
Mr. T. Casey
Mr. W. McFarland

Also present:
Mr. L. Sage, Chief Administrative Officer
Mr. T. Burrows, General Manager, Hamilton Place
Mr. Wm. Penfold, General Manager, Hamilton Convention Centre
Mr. J. Crane, General Manager, Trade Centre/Arena
Mr. B. Conacher, Managing Director
Mr. J. Leuser, Director of Finance and Administration
Mr. R. Turkstra, Comptroller
Mr. Burton Kramer, Burton Kramer Associates Ltd.
Mrs. S. Reeder, Secretary

Presentation - Graphics & Signage

Mr. Burton Kramer of Burton Kramer Associates Ltd. made a presentation on graphics and signage. He presented a package of three logos for the facilities as well as a logo for HECFI. Mr. Kramer indicated that there was a commonality that was carried through all of the logos for the purpose of tying them in as a unit package. It was indicated that the commonality aspect of the logos were in such areas as type-face and colour. Samples of the logos used on stationery, envelopes, etc., were circulated and discussion ensued on the logos. It was then moved by Mr. Yates, seconded by Mr. Valeriano and carried to approve all four logos. Alderman Murray was opposed.

Minutes - 1985 April 2

The committee received the minutes of the meeting held Tuesday, 1985 April 2. An amendment was made under the Fund Raising Committee's section of the minutes. The amendment reads:

> "the Board requested (rather than directed) that Mr. Sage assist in coordinating the Fund Raising Committee"

It was then moved by Mr. Valeriano, seconded by Alderman Gray and carried to adopt the minutes of the meeting held Tuesday, 1985 April 2 as amended.

Order for Agendas

Mr. Braley spoke to the committee about the order to be used on agendas and indicated to the committee that under the Managing Director's Report the section on corporate matters would be dealt with first to be followed by the reports of the three facilities.

Status - Legislation

Mr. Conacher reported on the status of the legislation and indicated that Private Bill No. 34 is on the agenda and waiting for the House to sit for its first reading to take place.

Meeting on clarifying reporting relationship

The committee received an information item on a meeting that took place on Thursday, 1985 May 2 for the purpose of clarifying the reporting relationship of the various committees within HECFI. The committee received the report for information purposes and directed that a copy be forwarded to the Parks and Recreation Committee and the Construction Subcommittee for information.

Committees for Hamilton Place and the Convention Centre

The committee received a report on the subject of establishing subcommittees for Hamilton Place and the Convention Centre. It was agreed that the wording would be changed to reflect "committees" rather than "subcommittees". Considerable discussion ensued on this matter and it was then moved by Mr. Jaggard, seconded by Mr. Wheeler and carried that the following recommendation be approved and submitted to the Boards for their consideration:

Hamilton Place Committee

1. (a) That committees of the Interim Board be appointed to review and report to the Interim Board on matters relating to the management and operation of Hamilton Place and the Convention Centre.

(b) That the following be appointed members of the Hamilton Place Committee:

i Mr. David M. Hector, Chairman
ii Mr. Reginald Whynott
iii Mr. Sam M. Cino
iv Mr. Frank DeNardis
v Mr. Jack C. Jaggard
vi Mr. B. B. Shekter
vii Mr. Michael C. J. Watson
viii Alderman Vince J. Agro
ix Alderman Bruce Charlton
x Alderman Mary Kiss
xi Alderman William McCulloch
xii Alderman Henry Merling
xiii Alderman Thomas Murray

NOTE: The members of this committee are the same as the present directors of the Hamilton Performing Arts Corporation Inc.

Convention Centre Committee

2. That the following be appointed members of the Convention Centre Committee:

i Mr. David O. Braley, Chairman
ii Mr. Keith L. Clark
iii Mr. Bill B. Stetson
iv Mrs. Jennifer A. Street
v Mr. Morris Waxman
vi Mr. Terry E. Yates
vii Alderman James A. Bethune
viii Alderman Brian Hinkley
ix Alderman Henry Merling

NOTE: The members of this committee are the same as the present directors of the Hamilton Place Convention Centre Inc.

Interim Organizational Chart

3. That the Interim Organizational Chart dated 1985 May 14, as attached, be adopted.

General Managers

The committee discussed the appointment of General Managers for the Convention Centre and Hamilton Place and approved the following recommendation:

Convention Centre

1. (a) That Mr. W. J. Penfold be appointed by the Interim Board as General Manager of the Hamilton Place Convention Centre Inc., Hamilton Entertainment and Convention Facilities Inc., and be directed to report to the Interim Board through Mr. B. K. Conacher, Managing Director, on matters relating to the Convention Centre.

(b) That Mr. Penfold will continue as General Manager of The Hamilton Place Convention Centre Inc.

Hamilton Place

2. (a) That Mr. T. B. Burrows be appointed by the Interim Board as General Manager of Hamilton Performing Arts Corporation Inc., Hamilton Entertainment and Convention Facilities Inc., and be directed to report to the Interim Board through Mr. B. K. Conacher, Managing Director, on matters relating to Hamilton Place.

(b) That Mr. T. B. Burrows will continue as General Manager of the Hamilton Performing Arts Corporation Inc.

Executive Secretary Position

Mr. Conacher reported on the status of the Executive Secretary position. He indicated that there had been 14 applications and that a short list of 4 had been made. Mr. Conacher informed the committee that he would be bringing forward a recommendation for approval of the appointment of Executive Secretary to the next meeting of the Interim Board and that he anticipated a start date for the Executive Secretary of July 1.

Secretary to the Director of Finance & Administration

The committee discussed approval of the position of Secretary for the Director of Finance and Administration. Mr. Leuser indicated that the Director of Personnel concurs with the job description and he anticipates a start date for the Secretary in late summer or early fall. It was moved by Alderman Murray, seconded by Mr. Wheeler and carried:

1. That the attached Job Information Questionnaire for the position be authorized and classified as Secretary "A" in Salary Schedule 111, $21,188.96, $21,912.28, $22,800.44, $23,811.32, $24,977.16 per annum, subject to the City's current non-union salary study.

2. That the position be posted internally by the Director of Personnel of the City of Hamilton and in the event that a suitable candidate cannot be selected from within the organizations of the City of Hamilton, including the Convention Centre, Hamilton Place and the Trade Centre/Arena, that the Director of Personnel be authorized to advertise the posting outside.

Minutes - Hamilton Place

The committee received the minutes of the 132nd meeting of the Board of Directors of The Hamilton Performing Arts Corporation Inc, held Thursday, 1985 April 4.

Alderman Murray directed the committee's attention to the following motion, approved by the Board of the Hamilton Performing Arts Corporation Inc., that read:

"moved by Mr. DeNardis, seconded by Alderman Merling, that the Chairman strike a subcommittee comprised of the former Chairmen of Hamilton Place, excluding those currently on the Board, to consider the matters raised in a letter from Martin Luxton, dated March 25, relating to the proposed windup of The Hamilton Performing Arts Corporation Inc.; that they be empowered to add to their committee and report their findings to the Board as expeditiously as possible.

Motion carried by a majority with Aldermen Murray and Charlton opposed."

Considerable discussion ensued on this motion and it was moved by Mr. Valeriano, seconded by Alderman Murray and carried, that the Interim Board of the Hamilton Entertainment and Convention Facilities Inc., request the Board of Directors of the Hamilton Performing Arts Corporation Inc., to reconsider their motion and to dissolve the subcommittee. The committee then received the minutes of the Hamilton Performing Arts Corporation Inc.

Minutes - Convention Centre

The committee was in receipt of minutes of the Board of Directors of the Hamilton Convention Centre meeting held 1985 March 25 along with the General Manager's report to the Board of Directors of the Hamilton Convention Centre for 1985 March. Discussion ensued on the Convention Centre's change of emphasis to attracting convention business to the City. The Chairman distributed a news release from the Convention Centre, for the information of the committee, entitled $14 Million Dollar Convention Business Heats Hamilton Economy. It was then moved by Mr. Cino, seconded by Mr. Valeriano and carried to receive the minutes and the report from the Hamilton Convention Centre.

Steelhawks Agreement

Mr. Conacher reported on the Hamilton Steelhawks agreement and indicated that the agreement is in draft form and has been agreed to in principle and that they will be meeting shortly to finalize the agreement.

Food and Beverage Concessions

Mr. Penfold reported on the food and beverage concessions and indicated that nine bids have been received and seven were being seriously considered. Mr. Penfold expressed some concern on the policy prohibiting late bids from being accepted and cited an incident where one bid was received four minutes late and was returned unopened. General discussion ensued on this policy and it was agreed that the City's policy is in keeping with that of other large organizations.

Retail Space

The committee was in receipt of an information item on leasing of retail space, Copps Coliseum, as follows:

1. That item (c) on page 5 of the report and recommendation dated 1984 May 7 be approved, the item reads as follows:

   "City to pay for the cost of constructing the common areas through the retail area, the construction to be carried out in a manner that will blend in tastefully with the connecting Lloyd D. Jackson Square. This will give the impression of high standard and good quality management of the space."

2. That once the facility is up and running and our space requirements are fulfilled, we would then look at the possibilities of leasing the space available whether it be for retail or office space depending on the demands for the space at the time.

It was moved by Mr. Valeriano, seconded by Mr. Jaggard and carried to receive the recommendation on the leasing of retail space Copps Coliseum for information purposes.

Central Utilities Plant Organizational Structure

The committee received a report on the Central Utilities Plant Organizational structure and it was moved by Alderman Gray, seconded by Alderman Murray and carried that the Hamilton Entertainment and Convention Facilities Inc., approve the report on the above subject as outlined in a report dated March 16, 1985.

Promotional Brochure

Mr. Conacher reported on the updated promotional brochure and indicated that it is presently being worked on.

Capital Projects

The committee received a report on a list of Capital Projects for approval.

Alderman Hinkley informed the committee that a report is presently being prepared on referring items back to the Finance Committee after prices have been obtained through the tendering process. This item was received for information. It was then moved by Mr. Wheeler, seconded by Mr. Jaggard and carried to approve the following recommendation:

(a) That the Director of Purchasing of the City of Hamilton be authorized and directed to tender in accordance with the City of Hamilton's purchasing practices and procedures the attached listing of equipment totalling an estimated $841,600. for the Victor K. Copps Trade Centre/Arena, and

(b) That the Finance Committee of the City of Hamilton be requested to recommend the method of financing of the cost of this equipment in the amount of $705,100. which has been included as part of the 1985 approved Capital Budget submission for the Victor K. Copps Trade Centre/Arena. The balance of $136,500. has been provided for in the gross construction cost of $36,975,000.

Unaudited Operating Results

It was moved by Mr. Hector, seconded by Mr. Yates and carried to receive the unaudited operating results for the three month period ended March 31, 1985.

Consolidated Statements

It was indicated that Mr. Leuser would be presenting a report to the Interim Board on consolidating his statements for the three facilities. Discussion ensued on the logistics of presenting a consolidated report and having the facilities accounts in a consistent accounting structure.

Fund Raising Committee

Mr. Conacher reported to the committee on the Fund Raising Committee and it was indicated by several of the members that some management input was required for the Fund Raising Committee. It was agreed that Mr. Muylaert, the President of the Fund Raising Foundation, would be invited to attend the next Interim Board meeting to report to the committee on the status of the fund raising activities.

In Camera

The Board agreed to move in camera to discuss a number of items.

Following an in camera meeting the following motions were approved by the Board:

Private Boxes

That ten private boxes be constructed and furnished in Copps Coliseum.

Private Boxes (Cont'd.

That the licence fee structure for private boxes be $2 500 per seat per annum for a cost of:

12 seat private boxes - $30 000 per year*
10 seat private box - $25 000 per year*
8 seat private box - $20 000 per year*

*Event tickets and food and beverage service are extra.

Marketing

That the Managing Director proceed to market eight private boxes and that:

The Managing Director prepare a prospectus on the private boxes and that he offer this prospectus to candidates indicating the price of the boxes.

NOTE: The purpose of doing the marketing in this fashion would be to narrow down the list of interested parties to those who are willing to pay the cost involved in obtaining a private box.

Computerized Ticketing System

That management, subject to required approvals be authorized to negotiate a final agreement with BASS to provide their computerized ticketing system for Copps Coliseum, Hamilton Place Theatre and the Hamilton Convention Centre.

That management be permitted to use the law firm of Philp, Gordon, Leggat, Evans, Piggot and Culver to draft the said negotiated agreement.

That the agreement be drafted in the name of Hamilton Performing Arts Corporation Inc., in trust for Hamilton Entertainment and Convention Facilities Inc., a company to be incorporated.

Director of Marketing

That the Interim Board of the Hamilton Entertainment and Convention Facilities Inc., recommend that the position of Director of Marketing be reclassified from non-union salary pay grade 120 ($41,830.88; $43,809.48; $45,877.00; $47,927.84; $50,300.64 per annum) to non-union salary pay grade 122 ($47,248.24; $49,744.24; $52,388.96; $55,186.56; $58,397.04 per annum), subject to the City's current non-union salary study.

There being no further business the meeting was adjourned.

Taken as read and approved,

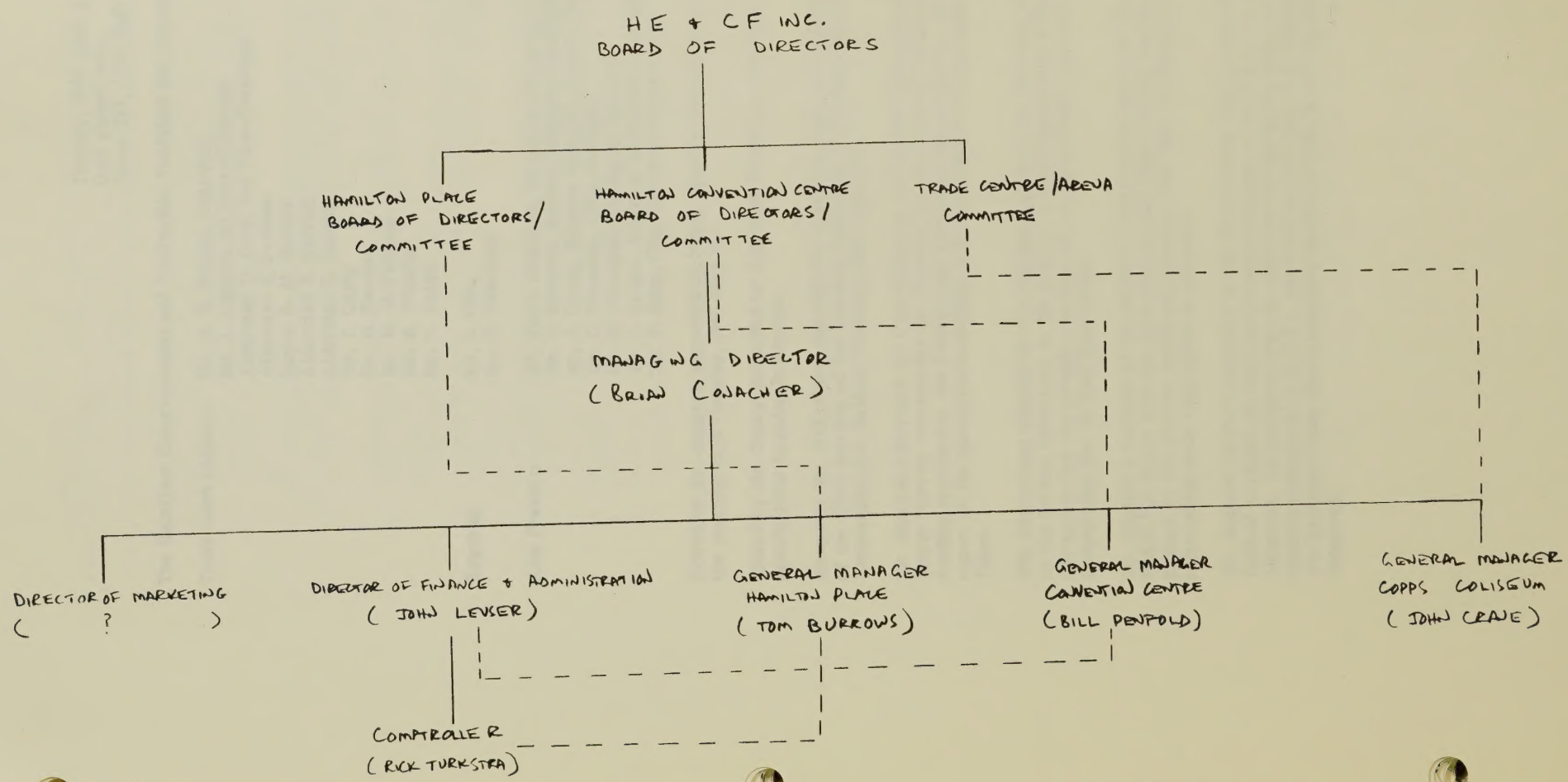
Susan K. Reeder, Secretary
Hamilton Entertainment and
Convention Facilities Inc.

Mr. D. O. Braley, Chairman
Hamilton Entertainment and
Convention Facilities Inc.

Typed by R. Warne

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

INTERIM ORGANIZATIONAL CHART - May 14/85



Attachment 1
June 11th
HECFI Minutes

Tuesday, 1985 June 11
11:00 o'clock a.m.
Room 233, City Hall

The Hamilton Entertainment and Convention Facilities Inc. Interim Board met.

There were present: Mr. D. O. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Alderman D. Gray, 2nd Vice-Chairman
Alderman J. Bethune
Mayor R. M. Morrow
Alderman B. Hinkley
Alderman T. Murray
Mr. T. Casey
Mr. D. Hector
Mr. W. McFarland
Mr. R. Wheeler
Mr. T. Yates

Regrets: Mr. S. Cino
Mr. P. Valeriano

Also Present: Mr. Steve Dockman, Hamilton Convention Centre
Mr. T. Burrows, General Manager, Hamilton Place
Mr. J. Crane, General Manager, Copps Coliseum
Mr. D. Freeman, City Architect
Mr. B. Conacher, Managing Director
Mr. J. Leuser, Director of Finance & Administration
Mr. P. Eker, City Solicitor's Department

Minutes - 1985 May 14

Moved by Mr. Jaggard, seconded by Mayor Morrow and carried to adopted the minutes of the meeting held Tuesday, 1985 May 14.

Moved by Mr. Casey, seconded by Alderman Bethune to deal with the public items on the agenda prior to going **in camera.**

Minutes - Hamilton Place - 1985 April 25

Moved by Mr. McFarland, seconded by Alderman Gray and carried to receive the minutes of the 133rd meeting of the Board of Directors of the Hamilton Performing Arts Corporation Inc. held on Thursday, 1985 April 25.

General Manager's Report - April

Mr. Burrows addressed the Committee on his General Managers Report for 1985 April. Mayor Morrow commended Mr. Burrows for the Summer Programme being planned with funding provided by the Federal and Provincial Governments. Mr. Burrows gave a verbal report on the general proceedings at the May Board of Directors meeting of Hamilton Place.

Hamilton Place Committee

The Committee inquired on the response given by the Hamilton Place Board of Directors on the motion forwarded by the H.E.C.F.I. Board appointing a Hamilton Place Committee and appointing the present members of the Directors of the Hamilton Performing Arts Corporation Inc. to that Committee.

Mr. Jaggard a member of the Board of Directors of Hamilton Place informed the H.E.C.F.I. Board that the Directors at their May meeting moved appreciation for the gesture of the Interim Board and recorded that they will be acceding to this reporting relationship once Legislation is approved.

Hamilton Place Sub-Committee

Mr. Jaggard further responded to the Committees' inquiry that the Sub-Committee formed to report on Hamilton Place's inclusion in the H.E.C.F.I. structure has been dissolved. He indicated that the Sub-Committee had already met before the recommendation of H.E.C.F.I. was received and that they submitted a one page report to the Hamilton Place Board and upon receipt of that report the Sub-Committee was dissolved.

Considerable discussion ensued on these verbal reports from Mr. Jaggard and it was moved by Alderman Hinkley, seconded by Mr. Casey and unanimously carried:

> " That Mayor Morrow meet with the Hamilton Place Board of Directors, accompanied by Mr. D. O. Braley, Chairman of the H.E.C.F.I. Board, regarding the appointments of the Hamilton Place Board of Directors to the Hamilton Place Committee as adopted by the H.E.C.F.I. Board at its meeting held 1985 May 14."

Computerized Ticketing Agreement

Mr. Conacher reported on the computerized ticketing agreement and indicated that the final agreement is presently being drafted with BASS and that management hopes to have the final form of the agreement soon.

Minutes - Convention Centre - 1985 April 29

It was moved, seconded and carried to received the minutes of the Board of Directors of the Hamilton Convention Centre meeting held 1985 April 29.

Mayor Morrow indicated that he had just returned from the F.C.M. Conference in Calgary and informed the Committee that this Conference will be hosted by the City of Hamilton for the 1986 Conference.

Mr. Steve Dockman reported for the Hamilton Convention Centre and indicated that there were no specifically high profile issues discussed at the May meeting of the Hamilton Convention Centre Board of Directors.

Move in Camera

A motion was then received from Alderman Hinkley for the meeting of the H.E.C.F.I. Board to move **in camera.**

Motions from In Camera Session

Following an **in camera** session, the following motions were approved by the Board:

Status of Legislation

The Committee moved to receive, for information and update, the correspondence and verbal report on the present status of Legislation.

Director of Marketing

Moved by Mr. Casey, seconded by Mr. Wheeler and carried:

> " That Mr. Conacher, Mr Braley and Alderman Cowell meet for the purpose of discussing the confidentiality of the appointment of Director of Marketing and that the Mayor be asked to call an in camera meeting of City Council on this appointment prior to the regularly scheduled meeting of City Council and that this item not be included in a written report in the agenda which is distributed on the prior Friday evening to Council."

It was further moved by Alderman Hinkley, seconded by Mr. Casey:

> " That Mr. Braley, Mr. Conacher, Mayor Morrow, Alderman Cowell and Mr. Simpson, City Clerk meet to discuss the above approved process for approving the applicant for the Director of Marketing position."

Executive Secretary

Moved by Mr. Wheeler, seconded by Alderman Bethune and carried:

> " That subject to further acquired approvals, Ms. Patricia Bennett be hired as the Executive Secretary for the Managing Director of the Hamilton Entertainment and Convention Facilities Inc., effective July 1, 1985 at the starting salary of $25,679.16 (non-union salary range, #112, Step 4; subject to salary study)."

Central Utilities Plant

It was moved by Alderman Hinkley, seconded by Alderman Bethune and carried:

> " That the City Clerk and Mayor Morrow be requested to call a special meeting of City Council for information purposes on the Central Utilities Plant transfer. It was further requested that Mr. Morden, Director of Public Works be directed to prepare a staff report on the Central Utilities Plant transfer to be included in an information package to be provided to City Council members prior to the special information meeting."

Staffing - Copps Coliseum

Moved by Mr. Jaggard, seconded by Mr. Yates and carried:

That approval be given for the following job descriptions and affixed salary schedules for the staffing of Copps Coliseum.

1. Director of Events Planning/Operations.
2. Plant and Building Manager
3. Security Supervisor
4. Operations Engineer

and that the following job descriptions (without salary scales affixed) be approved:

1. Receptionist/Typist
2. Chief Electician (Hands on position)
3. Refrigeration/AC Technician
4. Plant Maintenance Supervisor
5. Assistant Director - Events Planning (Hands on position)
6. Preventative Maintenance Supervisor (Hands on position)
7. Marketing Representative
8. Shipper/Receiver (Mailroom)
9. Arena Maintenance Man I
10. Icemaker (union position)
11. Arena Maintenance Man II (three positions)
12. Carpenter
13. Electrical/Electronic Technician
14. Secretary
15. Cleaning/Facility Supervisor

NOTE: It was agreed that these items would be forwarded to the Personnel Committee for approval and it was added that Mr. John Crane and Mr. Brian Conacher be invited to attend that meeting for the purpose of speaking to the items if required.

Standard Licence Agreement

Moved by Mr. Hector, seconded by Mr. Jaggard and carried:

" That the law firm of Philp, Gordon, Leggat, Evans, Piggot and Culver be retained to assist management in drafting a final Standard Licence Agreement for the use of Copps Coliseum,

and that,

sufficient funds are available in the operating budget to provide for this expenditure."

Unaudited Operating Results

The Committee received the unaudited operations results for the four month period ended April 30, 1985.

Consolidated Financial Statements

The Committee was in receipt of the summarized consolidated financial statements for the four month period ended April 30, 1985.

It was moved by Mr. McFarland, seconded by Mr. Hector and carried to receive the unaudited operating results and the summarized consolidated financial statements for the four month period ended April 30, 1985.

Minutes - Audit & Finance Sub-Committee 1985 June 10

The Committee received the minutes of the Audit and Finance Sub-Committee of its meeting held Monday, 1985 June 10.

Mr. McFarland drew the Committee's attention to the following motion made by the Audit and Finance Sub-Committee:

Accounting Structure - Central Utilities Plant

" That no change be made in the accounting structure of the Central Utilities Plant for 1985 but that the Treasurer will apportion costs internally for C.U.P users for use in cost comparisons for 1985. Further that in 1986 consideration will be given to apportion costs between respective users together with the possibilities of allocating costs within the budget of the respective users.

That the Treasurer would report back to the Audit and Finance Sub-Committee on the proposed method of allocation of C.U.P. appropriations."

It was moved by Mr. McFarland, seconded by Mr. Hector to approve the motion of the Audit and Finance Sub-Committee made at its meeting held Monday, 1985 June 10.

There being no further business, the meeting then adjourned.

Taken as read and approved,

S. K. Reeder, Secretary

Mr. D. O. Braley, Chairman

Mr. J. Jaggard, 1st Vice-Chairman

Typed by J. Falla

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

NOTICE OF MEETING

The Hamilton Entertainment & Convention
Facilities Inc., Interim Board
Tuesday, July 2, 1985
11:00 A.M.
Room 233, City Hall

AGENDA

CHAIRMAN'S REMARKS

SPECIAL MEETING OF THE BOARD (In-Camera)

Presentation of the Copps Coliseum Concessionaire Proposal	Attachment

REGULAR MEETING OF THE BOARD

1.	Minutes of the June 11, 1985 Meeting	Attachment 1
2.	Managing Directors's Report	
	2.1 Corporate	
	2.1.1 Director of Marketing Status	No Copy
	2.2 Hamilton Place	
	2.2.1 Minutes - May 30, 1985 and General Manager's Report	Attachment 2.2.1
	2.2.2 General Manager's Report for June	No Copy
	2.3 Convention Centre	
	2.3.1 Minutes - May 27, 1985 and General Manager's Report	Attachment 2.3.1
	2.3.2 General Manager's Report for June	No Copy
	2.4 Copps Coliseum	
	2.4.1 Status of Central Utilities Plant Proposal	No Copy
	2.4.2 Status of Fund Raising Committee and Foundation	Attachment 2.4.2
	2.4.3 Office Furniture	Attachment 2.4.3
3.	Audit & Finance Committee	
	3.1 Unaudited Operating Results for the Five Month Period Ended May 31, 1985	Attachment 3.1
	3.2 Summarized Consolidated Financial Statements for the Five Month Period Ended May 31, 1985	Attachment 3.2

4. Other Business

6. Adjournment

pb/28/6/85

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. INTERIM BOARD

Tuesday, July 2, 1985
11:00 A.M., Room 233

PRESENT: Mr. D. O. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Alderman D. Gray, 2nd Vice-Chairman
Alderman J. Bethune
Alderman B. Hinkley
Alderman T. Murray
Mr. T. Casey
Mr. W. McFarland
Mr. R. Wheeler
Mr. S. Cino
Mr. P. Valeriano

REGRETS: Mayor Robert Morrow
Mr. D. Hector

ALSO PRESENT: Mr. B. Conacher, Managing Director, HECFI
Mr. T. Burrows, General Manager, Hamilton Place
Mr. W. Penfold, General Manager, Hamilton Convention Centre
Mr. J. Crane, General Manager, Copps Coliseum
Mr. J. Leuser, Director of Finance & Administration, HECFI
Mr. T. Bradley, Director of Purchasing
Mr. L. Sage, Chief Administrative Officer
Mr. E. Matthews, City Treasurer
Alderman B. Charlton
Alderman S. Collins
Alderman H. Merling
Mr. A. Benson, Systems & Programming

Chairman's Remarks

Chairman's Remarks

The Chairman called the meeting to order at 11:05 A.M. by welcoming all those present. The Secretary confirmed that all Board Members had been properly notified. Pat Bennett was introduced and welcomed as the Board Secretary.

In-Camera Session

MOVED by Alderman Murray, seconded by Mr. Wheeler that:

THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

Concessionaire Proposal: Copps Coliseum

Concessionaire Proposal:Copps Coliseum

THAT THE BOARD OF DIRECTORS OF THE HECFI INTERIM BOARD APPROVE VOLUME CONCESSION SERVICES INC. AS THE CONCESSION CONTRACTOR UNDER OPTION A BASED ON A SEVEN YEAR CONTRACT.

THAT THE LAW FIRM OF PHILP, GORDON, LEGGAT, EVANS, PIGGOT AND CULVER, HAMILTON, ONTARIO BE RETAINED TO ASSIST MANAGEMENT IN DRAFTING A FINAL CONTRACT AGREEMENT BETWEEN VOLUME

CONCESSION SERVICES INC. AND THE HAMILTON PLACE CONVENTION CENTRE, IN TRUST FOR THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC., A COMPANY TO BE INCORPORATED.

Fund Raising Committee

Status of Fund Raising Committee and Foundation

THAT THE JUNE 27, 1985 REPORT BE AMENDED TO INDICATE THAT IT ORIGINATES FROM THE HAMILTON ARENA TRADE/CENTRE FUND RAISING COMMITTEE; AND

THAT THE REPORT BE RECEIVED FOR INFORMATION AND FORWARDED TO THE CITY'S FINANCE COMMITTEE FOR INFORMATION.

MOVED by Mr. Jaggard, seconded by Mr. Cino that:

THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

June 11th Minutes

1. Minutes of June 11, 1985 Meeting

MOVED by Mr. Wheeler, seconded by Mr. McFarland that:

THE MINUTES OF THE JUNE 11, 1985 IN-CAMERA AND REGULAR MEETINGS BE ADOPTED AS CIRCULATED.

MOTION CARRIED.

2. Managing Director's Report

2.1 Corporate

Director of Marketing

2.1.1 Director of Marketing Status

The Managing Director reported that Mr. Fred Bogden has been hired as the Director of Marketing, effective August 1st, 1985.

Hamilton Place

2.2 Hamilton Place

May 30th Minutes

2.2.1 Minutes - May 30, 1985 and General Manager's Report

Mr. Jaggard presented the May 30th minutes of the 134th meeting of the Board of Directors of the Hamilton Performing Arts Corporation Inc.

Concern was expressed that opposition exists on the part of Hamilton Place Board Members to the recommendation which has been approved by City Council

i) that Committees of The Hamilton Place and Convention Centre be constituted to review and report to the Interim Board; and

ii) that all present directors of these corporations be appointed members of the respective committees.

It was clarified that it was not the intent of the Board of Directors of The Hamilton Entertainment and Convention Facilities Inc. to interfere with the artistic endeavours of Hamilton Place whatsoever.

It was reported that efforts are being made to expedite the passage of Bill PR 34 through parliament as quickly as possible.

Following a meeting of the Board of Directors of Hamilton Place at which the Mayor and the Managing Director were present, Board Members reiterated their position to continue with the Board's original capacity until such time as the legislation is formalized.

MOVED by Mr. Wheeler, seconded by Mr. Valeriano that:

THE MINUTES OF THE MAY 30, 1985, 134th MEETING OF THE BOARD OF DIRECTORS OF THE HAMILTON PERFORMING ARTS CORPORATION INC. BE ACCEPTED.

MOTION CARRIED.

HP General Manager's Report

2.2.1 General Manager's Report

Mr. Burrows presented the General Manager's Report indicating that activity levels are up over 1984; the Summer Project opens July 4th; Gowan appears July 29th; Ricky Skaggs on July 30th, a contract has been signed with Dame Vera Lynn for November; Joan Rivers in late August; Run For Your Wife to run in the early Fall and Annie Get Your Gun in November; there are approximately 35 events scheduled for the Hamilton Symphonic Orchestra and the National Ballet will make its annual appearance.

Convention Centre

2.3 Hamilton Place Convention Centre

May 27th Minutes

2.3.1 Minutes - May 27, 1985

MOVED by Alderman Gray, seconded by Mr. Cino that:

THE HAMILTON CONVENTION CENTRE MINUTES OF THE MAY 27, 1985 MEETING BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

HCC General Manager's Report

2.3.2 General Manager's Report

Mr. Penfold advised that at the end of the six month period the Centre has surpassed $1,000,000 in revenue; it is expected that the 1,000,000th person will enter the Centre in the early Fall; the Liberal Convention is confirmed for March, 1986 as well as the Optimists and the Sweet Adelines conventions.

Copps Coliseum

2.4 Copps Coliseum

C.U.P. Plant

2.4.1 Status of Central Utilities Plant Proposal

Mr. Crane reported that at the last Council meeting the amalgamation of the CUP was approved; it is anticipated

that the amalgamation will result in about one/quarter million dollars in savings on an annual basis.

2.4.2 Status of Fund Raising Committee and Foundation

Board motion reported on page two.

Office Furniture

2.4.3 Office Furniture

MOVED by Mr. Jaggard, seconded by Mr. Valeriano that:

IN ACCORDANCE WITH THE CITY PURCHASER'S RECOMMENDATION, CAMBRIAN BUSINESS INTERIORS SUPPLY AND DELIVER OFFICE FURNITURE FOR THE TRADE CENTRE/ARENA FOR A TOTAL SUM OF $72,344.47, INCLUSIVE OF FEDERAL, EXCLUSIVE OF ONTARIO SALES TAX.

MOTION CARRIED.

It should be noted that $150,000 has been appropraited for the purchase of office furniture for the Trade Centre/ Arena and the Corporate Department of The Hamilton Entertainment and Convention Facilities Inc. and that the amount of $72,344.47 does not include all of the necessary furniture and equipment.

Mr. Wheeler made reference to a Board Room Table and Chairs which had been previously utilized and queried their whereabouts and possible utilization by the HECFI Board; Mr. Bradley will investigate.

Director of Purchasing

3. Audit & Finance Committee

Unaudited Results

3.1 Unaudited Operating Results for the Five Month Period Ended May 31, 1985

Following review of the unaudited operating results of Copps Coliseum for the five month period ended May 31, 1985 it was

MOVED by Mr. McFarland, seconded by Mr. Valeriano that:

THE UNAUDITED RESULTS FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1985 BE ACCEPTED.

MOTION CARRIED.

It was noted that the results will be presented in a slightly different format in the future with the columns being numbered 1 through 5.

Summarized Statements

3.2 Summarized Consolidated Financial Statements for the Five Month Period Ended May 31, 1985

Following review of the summarized consolidated financial statement it was

MOVED by Mr. McFarland, seconded by Mr. Valeriano that:

THE SUMMARIZED CONSOLIDATED FINANCIAL STATEMENT FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1985 BE ACCEPTED.

It was noted that the statement will be presented in a slightly different format in the future with the columns being numbered 1 through 5.

The meeting adjourned for lunch at 12:30 P.M. and reconvened at 12:45 P.M.

Micro/ Word Processing Equipment

3.3 Micro/Word Processing Equipment

The Board reviewed the Micro/Word Processing Equipment recommendation and the Feasibility Study on Micros for Trade Centre/Arena, Convention Centre and Hamilton Place as prepared by Terry Bryce, Systems Analyst. A lengthy discussion took place regarding the supplier and the type of equipment recommended. Mr. Al Benson attended the meeting and responded to questions regarding the proposed supplier and equipment. It was clarified that the City did go out to tender and received responses from eight or nine suppliers; Comucorp being the best. It was suggested that a considerable cost savings may be possible and it was

MOVED by Mr. Valeriano, seconded by Mr. McFarland that:

THE RECOMMENDATIONS OUTLINED IN THE FEASIBILITY STUDY BE APPROVED IN PRINCIPLE AND TO BE FORWARDED TO THE FINANCE COMMITTEE SUBJECT TO CONFIRMATION THAT THE CHOICE OF EQUIPMENT AND SUPPLIER ARE THE MOST ECONOMICAL AND COMPREHENSIVE TO THE CURRENT AND FUTURE REQUIREMENTS OF THE CORPORATION.

MOTION CARRIED.

4. Other Business:

Arena Opening Day Sub-Committee

4.1 The Arena Opening Day Sub-Committee

Mr. Wheeler reported that the Opening Day has been changed to November 30th, a Saturday, and it will be designated as a "public day" (attendance free) with December 1st, Sunday, a paid day. On November 30th the ribbon will be cut and a plaque unveiled; invitatations will be sent to all persons having had any relationship to the building; a small concert presented by the Hamilton School children will take place as well as a presentation by skaters. Negotiations are still underway with regards to the Soviet Hockey Team and Canada's prospective Olympic Team; it is expected that games will be played from the 5th through to the 8th. A budget will be struck and presented for approval as soon as possible.

Commissioned Art for Copps Coliseum

4.2 Commissioned Art for the Copps Coliseum

A letter dated June 14, 1985 from Alderman Hinkley requesting that a work of art be commissioned for the Copps Coliseum and suggesting that a local artist, Mr. Gino Cavicchioli, be invited to a Board meeting

to explain various concepts and show his work, was reviewed. It was

MOVED by Alderman Bethune, seconded by Mr. McFarland that:

THE ISSUE OF COMMISSIONED ART WORK FOR THE COPPS COLISEUM BE REFERRED TO THE ARENA OPENING DAY SUB-COMMITTEE.

MOTION CARRIED.

Adjournment

5. Adjournment

MOVED by Mr. Cino, seconded by Mr. Wheeler that:

THE MEETING ADJOURN AT 1:50 P.M.

MOTION CARRIED.

Date of Next Meeting

6. Date of Next Meeting

It was agreed that the date of the next meeting will be Tuesday, August 13, 1985 at 11:00 A.M.

TAKEN AS READ AND APPROVED:

Mr. D. O. Braley, CHAIRMAN

Patricia Bennett, Secretary

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. INTERIM BOARD

IN-CAMERA SESSSION
Tuesday, July 2, 1985

Copps Coliseum Concession-aire Proposal

1. Presentation of the Copps Coliseum Concessionaire Proposal

Mr. W. Penfold presented the report Selection For Concessionaire For Copps Coliseum Presented To The Board of Directors of the Hamilton Convention Centre, followed by a review of the recommendation which was carried by the Board of Directors of the Hamilton Convention Centre at its June 24, 1985 meeting that:

"That the Board of Directors of the Hamilton Convention Centre recognize that Volume Services Inc. has presented the best proposal under Option A and that we instruct Management to negotiate better terms which include Copps Coliseum influence over management, pricing, training and quality and the possible location of Volume's Canadian Head Office in Hamilton."

In response to the instructions of the HCC Board of Directors, Mr. Penfold advised that Volume Concession Services Inc. have advised that:

i) Volume Concession Services Inc. is willing to reduce the term from ten years to seven;

ii) Should HECFI elect to terminate the contract following seven years the purchase of the equipment would be calculated on the balance of the cost of the undepreciated value over ten years (i.e. $150,000.00);

iii) Volume is willing to locate its Canadian Head Office in Hamilton;

iv) Volume is willing to incorporate into the contract Copps Coliseum influence over management, pricing, training and quality.

It was also clarified during the discussion with regard to union salary levels that if the hospitality industry outside the City of Hamilton normally are at lower levels than those paid in Hamilton, the lower levels will be paid.

It was suggested that further consideration be given to the amount of the bond; Mr. Penfold agreed that this will be further investigated. W. Penfold

MOVED by Mr. Valeriano, seconded by Mr. Jaggard that:

THE BOARD OF DIRECTORS OF THE HECFI INTERIM BOARD APPROVE VOLUME CONCESSION SERVICES INC. AS THE CONCESSION CONTRACTOR UNDER OPTION A BASED ON A SEVEN YEAR CONTRACT.

MOTION CARRIED.

The Chairman of the Board requested that until such time as formal approval is passed by City Council and in view of negotiations with respect of an NHL contract, the concessionaire proposal and in particular, references made to percentages, be kept confidential.

The Managing Director expressed concern that the contract be expedited as quickly as possible and it was

MOVED by Mr. Valeriano, seconded by Mr. Cino that:

THE LAW FIRM OF PHILP, GORDON, LEGGAT, EVANS, PIGGOT AND CULVER, HAMILTON ONTARIO BE RETAINED TO ASSIST MANAGEMENT IN DRAFTING A FINAL CONTRACT AGREEMENT BETWEEN VOLUME CONCESSION SERVICES INC. AND THE HAMILTON PLACE CONVENTION CENTRE, IN TRUST FOR THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC., A COMPANY TO BE INCORPORATED.

MOTION CARRIED.

Fund Raising Committee

2. Status of Fund Raising Committee and Foundation

Following a review of the June 27th report from S. Reeder that the Hamilton Arena Trade/Centre Fund Raising Committee be disbanded and that the Hamilton Arena Trade/Centre Foundation, Inc. be left intact for the purpose of receiving future donations, etc. the following motion was carried:

MOVED by Mr. McFarland, seconded by Mr. Cino that:

THE JUNE 27, 1985 REPORT BE AMENDED TO INDICATE THAT IT ORIGINATES FROM THE HAMILTON ARENA TRADE/CENTRE FUND RAISING COMMITTEE; and

THAT THE REPORT BE RECEIVED FOR INFORMATION AND FORWARDED TO THE CITY'S FINANCE COMMITTEE FOR INFORMATION.

MOTION CARRIED.

MOVED by Mr. Jaggard, seconded by Mr. Cino that:

THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton Ontario
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Tel 416 526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Tuesday, August 13, 1985
11:00 A.M.
Hamilton Place Board Room

REVISED AGENDA

1.	Chairman's Remarks		
2.	In-Camera Session		
	2.1	1986 World Junior Hockey Tournament	Attachment 2.1
		2.1.1 January 1, 1986 Game:Location	
		2.1.2 Host Event	
	2.2	Concessions (Volume) Contract (Information)	No Copy
	2.3	Hamilton Steelhawks Agreement (Information)	No Copy
	2.4	Telephone System:Copps Coliseum	Attachment 5.4.2
	2.5	Zamboni:Copps Coliseum	Attachment 5.4.3 /previous agenda
3.	Minutes of the July 2, 1985		Attachment 3
4.	Business Arising from the Minutes		
	4.1	Bill PR 34:Update	Attachment 4.1
	4.2	Status of Fund Raising Committee & Foundation (Information)	No Copy
5.	Managing Director's Report		
	5.1	Corporate	
		5.1.1 Director of Marketing Status (Information)	No Copy
		5.1.2 IAAM Information Articles	No Copy
	5.2	Hamilton Place	
		5.2.1 Minutes June 27, 1985 Meeting	Attachment 5.2.1
		5.2.2 General Manager's Report	No Copy
		5.2.3 Computerized Ticket Service (Information)	No Copy
	5.3	Hamilton Convention Centre	
	5.4	Copps Coliseum	
		5.4.1 General Manager's Report	No Copy
		5.4.2 Marketing of Private Boxes (Information)	No Copy
		5.4.3 Scheduling of Attractions (Information)	No Copy
6.	Copps Coliseum Opening Day Ceremonies:Update		No Copy

cont'd...

7. Audit & Finance Committee
   - 7.1 August 12th Minutes (circulated at meeting)
   - 7.2 Unaudited Results for the Month Ended June 30, 1985 — Attachment 7.2
   - 7.3 Consolidated Unaudited Results — Attachment 7.3

8. New Business
   - 8.1 Report from Aldermen Hinkley and Murray from The Federation of Canadian Municipalities 148th Annual Conference — Attachment 8.1

9. Other Business

10. Adjournment

DATE OF NEXT MEETING:

Tuesday, September 10, 1985
11:00 A.M.
Hamilton Place Board Room

pb/9/8/85

Attachment 3

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. INTERIM BOARD

Tuesday, August 13, 1985
11:00 A.M., Hamilton Place Board Room

PRESENT: Mr. D. O. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Mr. R. Wheeler
Alderman T. Murray
Mayor R. Morrow

REGRETS: Alderman D. Gray
Alderman J. Bethune
Alderman B. Hinkley
Mr. P. Valeriano
Mr. T. Yates

ALSO PRESENT: Mr. B. Conacher, Managing Director, HECFI
Mr. J. Leuser, Director of Finance and Administration, HECFI
Mr. J. Crane, General Manager, Copps Coliseum
Mr. S. Dockman, Director of Operations, Hamilton Convention Centre

Chairman's Remarks

1. Chairman's Remarks

The Chairman called the meeting to order and welcomed all those present. The Secretary confirmed that all Board Members had been properly notified and the meeting was duly constituted for business.

In-Camera Session

2. In-Camera Session

MOVED by Mr. Jaggard, seconded by Mr. Casey that:

THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

1986 World Junior Hockey Tournament

2.1 1986 World Junior Hockey Tournament

THAT CITY COUNCIL BE REQUESTED TO PROVIDE DIRECTION TO THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BOARD OF DIRECTORS WITH RESPECT TO THE PLANNING OF HOST EVENT(S) FOR THE 1986 WORLD JUNIOR HOCKEY TOURNAMENT AND FURTHER, THAT THE METHOD OF FINANCING BE CLARIFIED.

Copps Coliseum: Telephone System

2.2 Telephone System for Copps Coliseum

THAT THE PURCHASE OF THE BELL CANADA MITEL SX 20 TELEPHONE SYSTEM AT A COST OF $36,867.57 (INCLUDING APPLICABLE TAXES) AND ONE-TIME INSTALLATION BE APPROVED; AND

THAT A CONTINGENCY OF $1,500 ALLOCATED FOR UNFORESEEN COSTS BE APPROVED.

Copps Coliseum: Ice Resurfacer

2.3 Zamboni Ice Resurfacer

THAT THE PURCHASE OF THE FOLLOWING ICE RESURFACING EQUIPMENT BE PURCHASED AT A TOTAL COST OF $40,562.10, INCLUDING APPLICABLE TAXES:

Zamboni 520 Ice Resurfacer	@	$34,720.50
Front V Plow and Squeegee	@	$ 3,791.60
Advertising Sign Racks	@	$ 340.00
Board Brush	@	$ 1,500.00
Additional Set of Knives	@	$ 210.00
		$40,562.10

MOVED by Mr. Wheeler, seconded by Mr. Cino that:

THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED.

MOTION CARRIED.

July 2, '85 Minutes

3. Minutes of the July 2, 1985 Meeting

MOVED by Mr. Wheeler, seconded by Mr. Casey that:

THE MINUTES OF THE JULY 2, 1985 IN-CAMERA AND REGULAR MEETINGS BE ADOPTED AS CIRCULATED.

MOTION CARRRIED.

4. Business Arising from the Minutes

Bill PR 34

4.1 Bill PR 34:Update

Received for information was a letter dated July 31, 1985 from Mr. E. W. Burke, Co-ordinator, Private Bills, Legislative Assembly, advising that "...Bill PR 34, An Act Respecting the City of Hamilton, was introduced, given First Reading and referred to the Standing Committee on Regulations and Private Bills on Wednesday, July 10, 1985. Before the Legislature adjourned for the summer, a motion was passed by the House authorizing

....Page Three

the Committee to consider Private Bills during the summer adjournment. However, as of this morning, no dates have been set for this purpose. Regular Sitting of the Legislature will resume on October 15, 1985, unless it appears to the Speaker, on the advice of the Government, that the public interest requires the House to meet at an earlier time during the adjournment."

Alderman Murray advised that Members of City Council are meeting this afternoon with Premier Peterson to discuss, among other issues, Bill PR 34.

Fund Raising Committee & Foundation

4.2 Status of Fund Raising Committee & Foundation

The Managing Director reported that the Hamilton Arena Trade/Centre Fund Raising Committee has been disbanded and that The Hamilton Arena Trade/Centre Foundation, Inc. has been left intact for the purpose of receiving future donations; the name plaque seat sale dissolved. However, it was anticipated that there will be a major event in which the public may participate.

Managing Director's Report

5. Managing Director's Report

Corporate

5.1 Corporate

Director of Marketing

5.1.1 Director of Marketing Status

The Managing Director reported for the information of the Board that the Director of Marketing will begin work with HECFI August 15th rather than August lst, as was previously reported.

I.A.A.M.

5.1.2 I.A.A.M. Information Articles

The Managing Director made reference to several relevant articles which he had pre-circulated to Members of the Board. It was generally agreed that circulation of all types of management information was useful. It was suggested that particularly relevant passages be highlighted by the Managing Director.

Hamilton Place

5.2 Hamilton Place

5.2.1 Minutes of June 27, 1985 Meeting

MOVED by Mr. Hector, seconded by Mr. Cino that:

THE MINUTES OF THE JUNE 27, 1985, 135TH MEETING OF THE BOARD OF DIRECTORS OF THE HAMILTON PERFORMING ARTS CORPORATION INC. BE ACCEPTED.

MOTION CARRIED.

Mayor Morrow entered the meeting at 11:45 A.M.

HP G.M.'s Report

5.2.2 General Manager's Report

The General Manager's written report (in the absence of Mr. Burrows) was circulated and presented by Mr. Hector. Hamilton Place management was commended for its most successful 'Summer Series'.

Computerized Ticket Service

5.2.3 Computerized Ticket Service

The Managing Director reported for the information of the Board that the final draft of the agreement has been finalized and that it is expected BASS will execute the agreement and return it at which time it will be directed to the Hamilton Place Executive Committee for final approval.

Hamilton Convention Centre

5.3 Hamilton Convention Centre

In the General Manager's absence, the Director of Operations, Mr. S. Dockman, reported that written confirmation has been received for the Pentecostal Assembly Convention August 25th to 30th, 1988 at which approximately 1500 delegates are expected to attend. Sales are ahead of projected budget and it is anticipated that the Convention Centre will be well over-budget for 1985. HCC did not shut-down during the summer as has been the case in previous years; a number of weddings were booked during that period in July.

Mayor Morrow left the meeting at 12:10 P.M.

Copps Coliseum

5.4 Copps Coliseum

G.M.'s Report

5.4.1 General Manager's Report

The General Manager reported that construction of the facility is on schedule; the score-board has arrived; the administration offices have been delayed much to the concern of management. As a result of the delay it is expected that alternate temporary office space will have to be sought in order to accommodate

....Page Five

Copps Coliseum personnel.

The Managing Director reiterated that the completion of the Administration Offices is a major concern and pointed out that concern had been expressed to the Arena Construction Sub-Committee and to the Trade Centre Managment Committee six weeks ago with no apparent action resulting. Particular concern was also expressed that the Coliseum Box Offices will not be completed in time to properly accommodate ticketing for the Opening Celebrations.

It was agreed that the Chairman of the Board will pursue the issue of the construction of the administration offices and report to the next meeting. — Chairman of the Board

Concern was expressed at the lack of security on the construction site.

Private Boxes

5.4.2 Marketing of Private Boxes

The Managing Director advised that he will be circulating an information paper for the Board's consideration and discussion at the September 10th meeting regarding the marketing of the Private Boxes. — Managing Director

It was clarified that there will not be a glass covering over the Private Boxes; instead there will be a shuttered partition which can be utilized for privacy.

Scheduling of Attractions

5.4.3 Scheduling of Attractions

The Managing Director reported that firm bookings are now being sought in the Copps Coliseum from December to next August 31st at which time an NHL franchise will again be pursued. It was clarified that bookings at Copps Coliseum are of a confidential nature and will not be announced without the promoter's concurrence.

Opening Day Ceremonies

6. Copps Coliseum Opening Day Ceremonies:Update

The Chairman of the Opening Day Ceremonies Sub-Committee, Mr. Wheeler, reported that a meeting will take place tomorrow; a further report will be made at the September HECFI meeting.

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Audit & Finance August 12th Minutes

7. Audit & Finance Committee

7.1 August 12th Minutes

MOVED by Mr. McFarland, seconded by Mr. Jaggard that:

THE AUGUST 12th MINUTES BE ADOPTED AS CIRCULATED.

MOTION CARRIED.

The following motions were carried at the August 12th meeting and subsequently endorsed by the full Board upon acceptance of the minutes:

7.1.2 Construction of Administration Offices

THAT THE CONSTRUCTION SUB-COMMITTEE BE INFORMED THAT CO-ORDINATION OF THE COMPUTER SYSTEMS BOTH FOR THE BOX OFFICES AND THE ADMINISTRATIVE OFFICES ARE BEING DELAYED BECAUSE CONSTRUCTION OF THOSE AREAS HAS NOT BEEN PROCEEDING.

7.1.3 Luncheon Costs:HECFI Board and Committee Meetings

THAT THE AUDIT & FINANCE COMMITTEE RECOMMEND THAT FOR THE YEAR 1985 THE COST OF LUNCHEONS BE APPLIED TO ACCOUNT 96 OF THE ADMINISTRATION BUDGET.

7.1.4 Event Subsidy Fund

THAT HECFI MANAGEMENT BE REQUESTED TO DEVELOP A DISCUSSION PAPER FOR DISTRIBUTION TO THE BOARD OF DIRECTORS PRIOR TO THE END OF AUGUST AND FOR DISCUSSION AT THE SEPTEMBER BOARD MEETING; AND FURTHER THAT THIS ISSUE BE REFERRED BACK TO THE AUDIT & FINANCE COMMITTEE FOR FINAL DRAFTING WHICH WILL INCLUDE HECFI INPUT.

Discussion at the full Board clarified that it is anticipated that a formal policy will be in place for 1986 and that consideration of the policies already in existence at the Hamilton Convention Centre and Hamilton Place will be given. It was stated as well that the Audit & Finance Committee will be requested to address the method of funding such an account.

....Page Seven

MOVED by Mr. McFarland, seconded by Mr. Hector that:

HECFI MANAGEMENT DEVELOP A DISCUSSION PAPER FOR DISTRIBUTION TO THE BOARD OF DIRECTORS PRIOR TO THE END OF AUGUST AND FOR DISCUSSION AT THE SEPTEMBER BOARD MEETING AND THAT THE ISSUE BE REFERRED BACK TO THE AUDIT & FINANCE COMMITTEE FOR FINAL DRAFTING INCLUDING THAT COMMITTEE'S RECOMMENDATION REGARDING THE METHOD OF FUNDING.

Managing Director

MOTION CARRIED.

Unaudited Results

7.2 Unaudited Results for the Month Ended June 30, 1985
7.3 Consolidated Unaudited Results

Following review of the unaudited operating results of Copps Coliseum for the six month period ended June 30th and the Consolidated Unaudited Results it was

MOVED by Mr. McFarland, seconded by Mr. Jaggard that:

THE UNAUDITED RESULTS FOR THE PERIOD ENDED JUNE 30th, AND THE CONSOLIDATED UNAUDITED RESULTS FOR THE PERIOD ENDED JUNE 30th BE ACCEPTED.

MOTION CARRIED

Report from Aldermen Hinkley and Murray

8. Report from Aldermen Hinkley and Murray from the Federation of Canadian Municipalities 148th Annual Conference

The Board reviewed the recommendations made by Aldermen Hinkley and Murray following their attendance at the Conference held in Calgary, June 2nd - 6th and the following are the Board's responses:

Recommendation: Waxed concourse floor

It was agreed that the General Manager of Copps Coliseum would consider this recommendation.

Recommendation: Special parking spots for private box holders

It was clarified that there are no surplus parking spots and that the Board cannot foresee, at this time, providing gratis parking for private box users.

Recommendation: Food and Beverage: Private Boxes

It was clarified that all food and beverage will be provided by the Copps Coliseum concessionaire.

Recommendation: Public Tours of Copps Coliseum

Public tours are planned as part of the Opening Ceremonies of the facility; the continuation of public tours following the official opening will be reviewed by management.

Recommendation: Restaurant in Copps Coliseum

It was clarified that a restaurant has not been planned as yet for the facility.

Recommendation: Physiotherapy Room

It was pointed out that this would be a commercial venture; the Board is willing to consider the possibility.

Recommendation: Rubber matting along the hallways

The General Manager advised that rubber matting has been provided for in Copps Coliseum.

Recommendation: Acoustics

It is anticipated that the acoustics in Copps Coliseum will be of a high calibre.

9. Other Business:

9.1 Time Action Plan

Time Action Plan

It was suggested that a progress chart be developed showing the construction to date as well as the outstanding projects and their projected completion dates. The Managing Director will present this 'Time Action Plan'/Progress Chart at a future meeting.

Managing Director

10. Adjournment

The meeting adjourned at 12:45 P.M.

It should be noted that Alderman Murray left the meeting at 12:15 P.M.; however, all items requiring a quorum were dealt with prior to the Alderman's departure.

David O. Braley, Chairman

Patricia Bennett, Secretary

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and Convention
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101 York Boulevard
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Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 10, 1985
11:00 A.M.
Hamilton Place Board Room

1.	Chairman's Remarks	
	1.1 Introduction of Director of Marketing	
2.	In-Camera Session	
	2.1 Hamilton Steelhawks Agreement:Update	No Copy
	2.2 Proposal:Marketing of Private Boxes	Attachment 2.2
	2.3 Approval of the Position of Box Office Manager, the Candidate and related Salary Reclassification	Attachment 2.3
	2.4 Approval of the Positions of Box Office Supervisor for Hamilton Place	Attachment 2.4
	2.5 Capital requests:Copps Coliseum:	Attachment 2.5
	i) Organ	
	ii) Scaffolding	
	iii) Portable Staging	
	iv) Protective Floor Covering	
	v) Forklift Unit	
	vi) Homosote Floor Decking	
	vii) Turnstiles	
	2.6 Commissioned Art Work:Copps Coliseum	Attachment 2.6
3.	Minutes of August 13, 1985 Meeting	Attachment 3
	3.1 Errors or Omissions	
	3.2 Motion for Approval	
4.	Business Arising from the Minutes	
	4.1 Bill PR 34:Update	No Copy
	4.2 BASS Agreement:Update	No Copy
	4.3 1986 World Junior Hockey Tournament:Update	No Copy
	4.4 Volume Contract:Update	No Copy
	4.5 Event Subsidy Fund	No Copy
5.	Managing Director's Report	
	5.1 Corporate	
	5.1.1 Introduction of Director of Marketing	No Copy
	5.1.2 Business Plan	No Copy

5.2	Copps Coliseum	
	5.2.1 General Manager's Report	No Copy
5.3	Hamilton Place	
	5.3.1 General Manager's Report	No Copy
5.4	Hamilton Convention Centre	
	5.4.1 Minutes: June 24th and July 5th	Attachment 5.4.1
	5.4.2 General Manager's Report	Attachment 5.4.2
6.	Copps Coliseum Opening Day Ceremonies Committee:Update	No Copy
7.	Audit & Finance Committee	
	7.1 September 9, 1985 Minutes (circulated at Meeting)	
	7.2 Unaudited Results for the Month Ended July 31, 1985	Attachment 7.2
	7.3 Consolidated Unaudited Results	Attachment 7.3
8.	New Business	
	8.1 Hamilton Convention Centre Mandate	Attachment 8.1
	8.2 1988 National Curling Brier	No Copy
9.	Other Business	
10.	Adjournment	

DATE OF NEXT MEETING:

Tuesday, October 8, 1985
11:00 A.M.
Hamilton Place Board Room

5/9/85/pb

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. INTERIM BOARD

Tuesday, September 10, 1985
11:30 A.M.
Hamilton Place Board Room

PRESENT: Mr. D. O. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Alderman D. Gray, 2nd Vice-Chairman
Alderman J. Bethune
Alderman T. Murray
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Mr. P. Valeriano
Mr. R. Wheeler
Mr. T. Yates

REGRETS: Mayor R. Morrow
Alderman B. Hinkley
Mr. T. Casey

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. F. Bogden
Mr. W. Penfold
Mr. T. Burrows
Mr. J. Crane
Mr. L. Sage

Chairman's Remarks

1. Chairman's Remarks

The Chairman called the meeting to order and welcomed all those present. The Secretary confirmed that all Board Members had been properly notified and the meeting was duly constituted for business.

Introduction of Director of Marketing

1.1 Introduction of Director of Marketing

The Chairman introduced the Director of Marketing, Fred Bogden, and welcomed him to the City of Hamilton and to HECFI. Mr. Bogden responded, advising of his pleasure in coming to the City and of his enthusiasm for the challenges ahead.

Location of Meetings

1.2 Location of Meetings

A motion to change the location of the Board of Directors' meetings to Room 233 at the City Hall was defeated. It was clarified that once the Board Room at Copps Coliseum is constructed, all meetings pertaining to HECFI will take place there; in the meantime, the Hamilton Place Board Room will be utilized, when possible.

2. In-Camera Session

MOVED by Mr. Valeriano, seconded by Mr. Cino that:

THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

Marketing of Private Boxes

THAT THE EXISTING POLICY BE REAFFIRMED WHEREBY THE PRIORITY LIST OF THOSE PERSON(S)/ORGANIZATIONS WHO ORIGINALLY EXPRESSED INTEREST BE UTILIZED IN THE SALE OF THE PRIVATE BOXES.

THAT THE RIGHTS AND LICENCES GRANTED ARE EXCLUSIVE TO THE NAMED LICENCEE AND THE LICENCEE AGREES NOT TO SELL, ASSIGN, HOLD IN TRUST, OR IN ANY WAY TRANSFER ANY SUCH RIGHTS AND LICENCES IN WHOLE OR IN PART NOR SHALL ANY OF THE SAID RIGHTS OR LICENCES BE TRANSFERRED BY THE LICENCEE TO ANY THIRD PARTY OR HEIR BY ANY MEANS.

Position of Box Office Manager, the Candidate and Related Salary Reclassification

THAT THE JOB INFORMATION QUESTIONNAIRE FOR THE POSITION OF BOX OFFICE MANAGER BE AUTHORIZED AND CLASSIFIED IN SALARY SCHEDULE 115 (1985 rate), $29,168.88, $30,483.96, $31,855.20, $33,288.84, $34,786.96 PER ANNUM, SUBJECT TO THE CITY'S CURRENT NON-UNION SALARY STUDY; and

THAT MS. COLEEN SPENCER, THE BOX OFFICE TREASURER AT HAMILTON PLACE BE APPOINTED EFFECTIVE SEPTEMBER 30, 1985, TO THE POSITION OF BOX OFFICE MANAGER OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.; and

THAT MS. SPENCER'S SALARY BE RECLASSIFIED FROM $30,399.72, STEP 5 OF SALARY SCHEDULE 113 TO $33,288.84 WHICH IS STEP 4 OF SALARY SCHEDULE 115.

Two Box Office Supervisors for Copps Coliseum and Hamilton Place

THAT THE JOB INFORMATION QUESTIONNAIRE FOR THE POSITIONS OF BOX OFFICE SUPERVISORS BE AUTHORIZED AND CLASSIFIED IN SALARY SCHEDULE 109 (1985 rate), $18,921.76, $19,724.12, $20,562.36, $21,439.60, $22,354.80 PER ANNUM, SUBJECT TO THE CITY'S CURRENT NON-UNION SALARY STUDY; and

THAT ONE OF THE POSITIONS BE FILLED EFFECTIVE SEPTEMBER 30, 1985 BY MS. CHRISTINE PEARSON, THE ASSISTANT BOX OFFICE TREASURER OF HAMILTON PLACE WHO IS CURRENTLY AT STEP 5 OF THE ABOVE SALARY SCHEDULE; and

THAT THE REMAINING POSITION BE POSTED INTERNALLY BY THE DIRECTOR OF PERSONNEL OF THE CITY OF HAMILTON AND IN THE EVENT THAT A SUITABLE CANDIDATE CANNOT BE SELECTED FROM WITHIN ORGANIZATIONS OF THE CITY OF

HAMILTON INCLUDING THE CONVENTION CENTRE, HAMILTON PLACE AND COPPS COLISEUM, THAT THE DIRECTOR OF PERSONNEL BE AUTHORIZED TO ADVERTISE THE POSTING OUTSIDE.

Capital Requests:Copps Coliseum

THAT THE FOLLOWING CAPITAL REQUESTS BE APPROVED:

1.	One Kawai Organ Model DX 1800 from Deans Kawai Keyboard Centre Hamilton, at a cost of (excluding taxes);	$6,957
2.	Fifteen turnstiles with built-in wheels from ITT Fluid Products Canada, Guelph, at a cost of (including taxes);	$25,083
3.	Vario Prince II Portable Staging System and accessories from Unican Trading Limited, Norval, Ontario, at a cost of (including taxes);	$73,525.20
4.	Protective Floor Covering from Covermaster Inc., Rexdale, Ont. at a cost of (including taxes);	$17,462.40
5.	Homosote Floor Decking from Covermaster Inc., Rexdale, Ont. at a cost of (including taxes);	$25,091.50
6.	Scaffolding from Swing Stage Clima Inc., Scarborough at a cost of (excluding taxes);	$7,318.76
7.	2,000 Folding Chairs and 28 Dollies from Alpha Vico Canada Inc., Brantford at a cost of (including taxes)	$172,484.00

Royal Assent of Bill PR-34

THAT DUE TO FINANCIAL AND ADMINISTRATIVE DIFFICULTIES IN CREATING A FISCAL YEAR RUNNING FROM THE DATE OF ROYAL ASSENT TO DECEMBER 31, 1985 THE APPLICATION OF THE CORPORATION BE CHANGED FROM THE DATE OF ROYAL ASSENT OF BILL PR-34 TO JANUARY 1, 1986, SUBJECT TO THE ADVICE OF THE CITY SOLICITOR'S OFFICE.

Commissioned Art Work:Copps Coliseum

THAT THE INTERIM BOARD REAFFIRM ITS PREFERENCE FOR A PROFILE/FREE DIMENSIONAL/RELIEF OVER A BUST IN VIEW OF THE FACT THAT A FREE STANDING BUST MAY CAUSE A PROBLEM WITH TRAFFIC CONTROL IN THE LOBBY.

MOVED by Mr. Cino, seconded by Mr. Valeriano that:

THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED.

MOTION CARRIED.

August 13th Minutes

3. Minutes of August 13, 1985 Meeting

MOVED by Alderman Murray, seconded by Mr. McFarland that:

THE MINUTES OF THE AUGUST 13, 1985 IN-CAMERA AND REGULAR MEETINGS BE ADOPTED AS CIRCULATED.

MOTION CARRIED.

4. Business Arising From The Minutes

Bill PR34

4.1 Bill PR 34:Update

The Director of Finance and Administration reported that he had been in contact with the Clerk of the House and had been advised that the committee is not expected to meet until such time as the Legislature is reconvened October 15th (perhaps a week or two subsequent to that date).

BASS Agreement

4.2 BASS Agreement:Update:

The Managing Director reported that it is anticipated that the Agreement will be finalized within the next day or so.

1986 World Junior Hockey Tournament

4.3 1986 World Junior Hockey Tournament:Update

The Managing Director reported that a further meeting with the principals involved in the organization of the World Junior Hockey tournament has resolved a number of concerns; a licence agreement is in the process of being drafted; ticket sales are being orchestrated through the organizers but will be distributed through BASS; seven games will be held in Copps Coliseum, one at the Hester Arena (Board Members will be provided with a schedule of games and events once all are confirmed). Mr. Conacher also advised that the major host event will take place December 31st as a dinner/ dance at the Hamilton Convention Centre. A budget is being prepared and will be presented to City Council once clarification as to the number of participants is received from the organizers.

Volume Contract

4.4 Volume Contract:Update

It was reported that representatives from Volume have reviewed the draft contract and they do not foresee any major problems.

Event Subsidy F

4.5 Event Subsidy Fund

The Managing Director, in conjunction with the Director of Finance & Administration are in the process of developing a proposal for presentation to the Board of Directors. — Managing Director

5. Managing Director's Report

5.1 Corporate

Business Plan

5.1.1 Business Plan

The Managing Director advised that in conjunction with the Director of Finance & Administration and the three General Managers, he is currently developing a Business Plan, including an organizational structure, to be effective January 1, 1986. — Managing Director

5.2 Copps Coliseum

Copps Coliseum G.M. Report

5.2.1 General Manager's Report

Mr. Crane reported that construction has been progressing well and that Administration will occupy their offices no later than October 31st; however, concern was expressed that signage and graphics may not be ready in time for the official opening. The "go-ahead" has just been received for the construction of the private boxes, the construction of the box office has not as yet begun nor have the food concessions been started.

Hamilton Place G.M. Report

5.3 Hamilton Place

5.3.1 General Manager's Report

Mr. Burrows reported that the financial statement as at July 31st indicated a surplus of $77,000; following the Summer Series and a number of summer appearances, it is anticipated that the surplus will increase to approximately $147,000. Approximately $900,000 in revenue for the two major events, Le Cage Aux Folles and Evita is expected.

CC inutes: une 24/July 5

5.4 Hamilton Convention Centre

5.4.1 Minutes:June 24th and July 5th

The minutes were accepted as received.

CC General anager's eport

5.4.2 General Manager's Report

Mr. Penfold reviewed the General Manager's Report which had been precirculated to Board Members, highlighting the fact that the Convention Centre had attained $1,000,000 in revenue for the first six months of operation and that the Centre is 14.4% over budget for the second half, thus far.

Copps Col. Opening Day Ceremonies

6. Copps Coliseum Opening Day Ceremonies Committee:Update

Mr. Wheeler advised that plans thus far are for a two-day opening with hopefully, the new lieutenant Governor in attendance, perhaps cutting the ribbon. A stage show as well as an ice show are planned.

Following discussion regarding the likelihood that a bust or plaque would not be ready in time for the opening November 30th if it goes to public tender, the possibility of a soft opening from December 1st onwards with an official opening at some future date was considered; no decision was reached in this regard.

A & F Committee

7. Audit & Finance Committee

September 9 Minutes

7.1 September 9, 1985 Minutes

MOVED by Mr. McFarland, seconded by Mr. Hector that:

THE SEPTEMBER 9, 1985 MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

The following motions were carried at the September 9th meeting and subsequently endorsed by the full Board upon acceptance of the minutes:

7.1.1 Private Bill 34:Royal Assent of Legislation

(motion documented in item 2 of Minutes, In-Camera Session)

7.1.2 Box Office Manager

(motion documented in item 2 of Minutes, In-Camera Session)

7.1.3 Two Box Office Supervisors for Copps Coliseum and Hamilton Place

(motion documented in item 2 of Minutes, In-Camera Session)

7.2 Unaudited Results for the Month Ended July 31, 1985
7.3 Consolidated Unaudited Results

Following review of the unaudited operating results of Copps Coliseum for the six month period ended July 31, 1985 and the Consolidated Unaudited Results it was

MOVED by Mr. McFarland, seconded by Mr. Yates that:

THE UNAUDITED RESULTS FOR THE PERIOD ENDED JULY 31, 1985, AND THE CONSOLIDATED UNAUDITED RESULTS FOR THE PERIOD ENDED JULY 31, 1985 BE ACCEPTED.

MOTION CARRIED.

8. New Business

Mandate

8.1 Hamilton Convention Centre Mandate

City Council's recent motion directing the HCC's mandate to decrease efforts to attract local business and to actively pursue national and international business and conventions was discussed. It was recognized that any change in the Centre's direction would have to take place gradually. Mr. Penfold indicated that his sales staff would not be actively seeking local business but would not refuse any local requests for space which were self-generated. As well, Mr. Penfold reported that forty-two conventions are confirmed between now and 1990 at the Convention Centre. It was clarified by the Managing Director that the shift in direction would be reflected in the Business Plan currently being developed.

1988 National Curling Brier

8.2 1988 National Curling Brier

The Finance Committee's motion, passed at its September 5th meeting, "that an amount of up to $3,000 be made available to the Hamilton District Major League Curling Organization to assist in defraying costs associated with a bid to host the 1988 National Curling Brier in the City of Hamilton" and further that "this amount to be financed from Account No. 8330-3012-Advertising and Promotion-Hamilton Entertainment and Convention Facilities Inc." was reviewed. It was noted that until such time as the Legislation to incorporate is finalized, the HECFI budget is in within the jurisdiction of the Finance Committee; however, the Managing Director's concern was noted in that he had not been consulted in this regard. The Chief Administrative Officer advised that in future Mr. Conacher would be consulted before any such action is taken.

Alderman Murray left the meeting at 2:05 P.M.

Chairman of the Board: Attendance at Meetings

8.3 Attendance of the Chairman of the Board at Meetings

The Chairman expressed concern that he was unable to attend the numbers of meetings that he has been requested to of late; Board Members assured Mr. Braley that attendance at meetings was at his discretion and should not unduly interfere with his personal business activities.

During the discussion which ensued, it was suggested that perhaps an in-camera meeting should be called with City Council to clarify the marketing aims of Copps Coliseum and, as well, to make members of City Council aware of the licence agreement and rate sheet which are being developed for the Coliseum. In this way, meetings which, in the past, have been called in order to correct misgivings regarding rental fees,

etc. would be eliminated. It was stressed that responsibility for selling the facility and the finalization of contracts/agreements rests with the management of HECFI and as such, all prospective clients should be referred directly to HECFI management.

Other Business

9. Other Business

No other business was raised.

Adjournment

10. Adjournment

MOVED by Mr. Yates, seconded by Mr. Cino that:

THE MEETING ADJOURN AT 2:20 P.M.

MOTION CARRIED.

David O. Braley, Chairman

Patricia Bennett, Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

BL
File

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Tuesday, October 8, 1985
11:00 A.M.
Hamilton Place Board Room

1. Chairman's Remarks

2. In-Camera Session

   2.1 Status of Legislation
   - 2.1.1 Bill Pr34 : HECFI Commencement Date
   - 2.1.2 Signing Authorities : Interim Board (Mr. Eker In Attendance)
   - 2.1.3 Impact on HECFI of City Salary Survey

   2.2 Professional Wrestling in Copps Coliseum
   2.3 Opening Ceremonies : Copps Coliseum
   - 2.3.1 Building Concerns
   - 2.3.2 Oldtimers Hockey Game
   - 2.3.3 Scarlett Antaloczy : Opening Ceremonies
   - 2.3.4 Norm Marshall Contract : Public Relations & Promotions Consultant

   2.4 Hamilton Steelhawks Agreement
   2.5 Approval of Position of Accounting Supervisor — Attachment 2.5

3. Minutes of September 10, 1985 — Attachment 3

   3.1 Errors or Omissions
   3.2 Motion for Approval

4. Business Arising From Minutes

   4.1 BASS Agreement : Press Release — Circulated at M
   4.2 Voluem Contract : Update
   4.3 1986 World Hockey Tournament : Update

5. Managing Director's Report

   5.1 Corporate

   5.2 Copps Coliseum
   - 5.2.1 Minutes : Friday, October 4, 1985 — Circulated at M
   - 5.2.2 General Manager's Report

cont'd....

5.3	Hamilton Place	
5.3.1	Minutes : Thursday, July 25, 1985	Attachment 5.3.1
5.3.2	General Manager's Report	
5.4	Hamilton Convention Centre	
5.4.1	Minutes : Monday, August 26, 1985	Attachment 5.4.
5.4.2	General Manager's Report	Attachment 5.4.
7.	Audit & Finance Committee	
7.1	Minutes : October 1, 1985	Circulated at Mt
7.1.1	Integration of Financial Systems	
7.2	Unaudited Results for the Month Ended August 31, 1985	Attachment 7.2
7.3	Consolidated Unaudited Results	Attachment 7.3
8.	New Business	
9.	Other Business	
10.	Adjournment	

DATE OF NEXT MEETING:

Tuesday, November 12, 1985
11:00 A.M.
Copps Coliseum Board Room (if completed)

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, October 25, 1985
11:00 A.M.
Hamilton Place Board Room

AGENDA

1.	Chairman's Remarks	
2.	In-Camera Session	
2.1	Minutes of In-Camera Session October 8, 1985	Circulated at Meeting
2.1.1	Errors or Omissions	
2.1.2	Motion for Approval	
2.2	Capital Requests : Copps Coliseum	
2.2.2	Uniforms	Attachment 2.2.2
2.2.3	Forklift Truck	Attachment 2.2.3
2.3	Status of Legislation : Update	
2.4	IATSE Agreement : Update	
2.5	Volume Contract : Update	
2.6	Business Plan : Update	
2.7	Private Boxes : Update	
2.8	Steelhawks Agreement : Update	
3.	Minutes of September 10, 1985	Attachment 3
3.1	Errors or Omissions	
3.2	Motion for Approval	
4.	Business Arising From the Minutes	
4.1	1986 World Junior Hockey Championships	

5. Managing Director's Report

5.1 Corporate

5.2 Copps Coliseum
5.2.1 Minutes : October 4, 1985 Attachment 5.2.1
5.2.2 General Manager's Report

5.3 Hamilton Place
5.3.1 Minutes : July 25, 1985 Attachment 5.3.1
5.3.2 General Manager's Report

5.4 Hamilton Convention Centre
5.4.1 Minutes : August 26, 1985 Attachment 5.4.1
5.4.2 General Manager's Report Attachment 5.4.2

6. Opening Day Ceremonies Sub-Committee Report

7. Audit & Finance Committee
7.1 Minutes : October 1, 1985 Attachment 7.1
7.2 Unaudited Results for the Period Ended August 31, 1985 Attachment 7.2
7.3 Consolidated Unaudited Results Attachment 7.3

8. New Business

9. Other Business

10. Adjournment

DATE OF NEXT MEETING:

Tuesday, November 12, 1985
11:00 A.M.
Copps Coliseum Board Room (if completed)

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC. INTERIM BOARD

FRIDAY, OCTOBER 25, 1985
11:00 A.M.
HAMILTON PLACE BOARD ROOM

PRESENT:	Mr. D. Braley, Chairman
	Mr. J. Jaggard, 1st Vice-Chairman
	Alderman D. Gray, 2nd Vice-Chairman
	Alderman J. Bethune
	Alderman B. Hinkley
	Alderman T. Murray
	Mr. T. Casey
	Mr. D. Hector
	Mr. W. McFarland
	Mr. R. Wheeler
	Mr. T. Yates
	Mayor R. Morrow
REGRETS:	Mr. P. Valeriano
ALSO PRESENT:	Mr. B. Conacher
	Mr. J. Leuser
	Mr. F. Bogden
	Mr. W. Penfold
	Mr. T. Burrows
	Mr. J. Crane

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting. The Secretary confirmed that members had been properly invited and the meeting was duly constituted for business.

Concern was expressed at the recent publicity in The Spectator surrounding the 1986 Hockey Championships and at the leak of information.

2. In-Camera Session

MOVED by Alderman Murray, seconded by Mr. Casey that:

THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

2.1 Minutes of In-Camera Session October 8, 1985

Status of Legislation

CLARIFICATION BE SOUGHT FROM THE CHAIRMAN OF THE REGULATIONS AND PRIVATE BILLS COMMITTEE REGARDING THE NUMBER OF PERSONS WHO MAY ATTEND THE COMMITTEE MEETING AT WHICH PRIVATE BILL PR34 IS BEING PRESENTED; and

THAT IF A PROCEDURE PROBLEM EXISTS, A DELEGATION CONSISTING OF THE MAYOR, THE CHAIRMAN OF THE BOARD, HECFI, THE CHAIRMAN OF THE BOARD, HAMILTON PLACE, LEGAL COUNSEL (CITY OF HAMILTON),AND THE MANAGING DIRECTOR MAKE REPRESENTATION AT THE COMMITTEE MEETING; and

IF NO RESTRICTIONS APPLY, REPRESENTATION AT THE COMMITTEE MEETING BE OPENED TO THOSE PERSONS INVOLVED WITH HECFI OR CITY COUNCIL AND FURTHER, THAT TRANSPORTATION BE ARRANGED.

I.A.T.S.E. Meeting

THE MANAGING DIRECTOR BE AUTHORIZED TO PROCEED TO NEGOTIATE WITH I.A.T.S.E. TO CONCLUDE AN AGREEMENT BETWEEN COPPS COLISEUM AND I.A.T.S.E.

Impact on HECFI of City Salary Survey

THE OCTOBER 8TH MINUTES BE AMENDED TO READ THAT

A) HECFI REQUEST COPIES OF THE CONFIDENTIAL REPORT;

B) THE SAID REPORT NOT BE IMPLEMENTED UNTIL SUCH TIME AS HECFI HAS REPORTED TO THE FINANCE COMMITTEE ON THE IMPACT OF THE STUDY; AND

C) THE FACILITY MANAGERS BE REQUESTED TO REPORT TO THE BOARD ON THE IMPACT OF THE SALARY STUDY.

THE OCTOBER 8, 1895 MINUTES BE APPROVED SUBJECT TO AMENDMENT TO 2.1.3 - IMPACT ON HECFI OF CITY SALARY SURVEY.

2.2 Capital Requests : Copps Coliseum

2.2.2 Uniforms

THAT THE PURCHASE OF UNIFORMS FOR COPPS COLISEUM BE APPROVED, NOT TO EXCEED $30,000 INCLUDING TAXES, TO BE ALLOCATED FROM THE OPERATING BUDGET.

2.2.3 Forklift Truck

THE PURCHASE OF ONE 5,000 POUND L.P.G. POWERED FORK LIFT TRUCK FROM LANSING CANADA INC. BE APPROVED WITH THE ADDITION OF A SAFETY SWITCH AND BACK-UP HORN, SUBJECT TO THE APPROPRIATE DELIVERY DATE.

2.9 91st Highlanders International Indoor Track Meet in Copps Coliseum on February 15, 1986

THAT IN LIEU OF A DIRECT FINANCIAL DONATION FROM THE CITY OF HAMILTON AND/OR HECFI THAT THE 91ST HIGHLANDERS INTERNATIONAL INDOOR TRACK MEET TENTATIVELY SCHEDULED IN COPPS COLISEUM SATURDAY, FEBRUARY 15, 1986 BE CLASSIFIED AS A "SPECIAL EVENT" AND BE CHARGED AS DOCUMENTED IN MR. CONACHER'S OCTOBER 25, 1985 MEMORANDUM.

THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED.

3. Minutes of September 10, 1985

Following review, it was

MOVED by Mr. Cino, seconded by Alderman Gray that:

THE MINUTES OF SEPTEMBER 10, 1985 BE APPROVED AS CIRCULATED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 1986 World Junior Hockey Championships

Mr. Conacher reported that plans are progressing for the City's involvement in the hosting of the WJHC; Mr. Bogden is working in conjunction with the Opening Ceremonies Ad Hoc Committee.

5. Managing Director's Report

5.1 Corporate

5.2 Copps Coliseum

5.2.1 Minutes : October 4, 1985

The October 4th minutes were reviewed. Alderman Gray pointed out that number 8 - Marketing, should refer to national and international advertising; second paragraph should read "...Copps Coliseum becomes a hockey arena from the middle of September to the middle of May." The last paragraph of number 8 should read "...the committee that a couple of hundred event days a year..." Number 10 should read "...Mr. Conacher advised that all of the concessions will not be ready..."

MOVED by Alderman Gray, seconded by Mr. Wheeler that:

THE OCTOBER 4TH MINUTES BE APPROVED AS AMENDED.

MOTION CARRIED.

5.2.2 General Manager's Report

Mr. Crane advised that the floor boards will be in place today or tomorrow, the seating manifest is being finalized by staff and will be fed into the computer next week; tickets to go on sale November 4th; seats are being installed on the lower decks. In conjunction with the ticket sales, a press conference will be held announcing the locations, etc. Currently, there are two BASS outlets with BASS negotiating for more locations in the area. The Box Office at Copps Coliseum is expected to be complete by the first week in November.

Alderman Bethune left the meeting at 1:05 P.M.

5.3 Hamilton Place

Board Chairman, Mr. Hector, reported that Hamilton Place has had a wonderful year and a budgetary surplus of $200,000 is expected.

5.3.1 Minutes : July 25, 1985

MOVED by Mr. Hector, seconded by Mr. Wheeler that:

THE JULY 25, 1985 MINUTES AND GENERAL MANAGER'S REPORT BE APPROVED.

MOTION CARRIED.

5.3.2 General Manager's Report

Mr. Burrows also reported the financial successes recently experienced at Hamilton Place and projected that the accumulated surplus at the end of October will be approximately $250,000.

5.4 Hamilton Convention Centre
5.4.1 Minutes : August 26, 1985
5.4.2 General Manager's Report

MOVED by Mr. Yates, seconded by Alderman Hinkley that:

THE AUGUST 26TH MINUTES AND GENERAL MANAGER'S REPORT BE APPROVED.

MOTION CARRIED.

6. Opening Day Ceremonies Sub-Committee Report

It was agreed that the program for the Opening Ceremonies would be presented to the Board for approval before it is announced to the media and subsequently, a special Board Meeting will be called for that purpose.

In responding to a query with respect to the Oldtimers Hockey Game it was reported that this is a free standing event and not part of the opening ceremonies; as such Mr. Boychuk is within his jurisdiction to be interviewed by the media in this regard.

7. Audit & Finance Committee

7.1 Minutes : October 1, 1985

MOVED by Mr. Hector, seconded by Mr. Wheeler that:

THE OCTOBER 1, 1985 MINUTES BE APPROVED.

MOTION CARRIED.

It was noted that number 6 of the minutes is redundant; the meeting referred to is not necessary.

7.2 Unaudited Results for the Period Ended August 31, 1985
7.3 Consolidated Unaudited Results

MOVED by Mr. Wheeler, seconded by Mr. Murray that:

THE UNAUDITED RESULTS AND CONSOLIDATED RESULTS FOR THE PERIOD ENDED AUGUST 31, 1985 BE APPROVED.

MOTION CARRIED.

8. New Business

It was clarified for the information of the Board that "Motley Crew" has not been booked at Copps Coliseum.

9. Adjournment

The meeting adjourned at 2:20 P.M.

David O. Braley, Chairman

Patricia Bennett, Secretary

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 5, 1985
11:00 A.M.
Hamilton Place Board Room

AGENDA

1. Chairman's Remarks

2. In-Camera Session

2.1	Janitorial Tender - Copps Coliseum	Circulated at Meeting
2.2	Security Tender - Copps Coliseum	Attachment 2.2
2.3	Approval of a Part-Time Wage Structure for Copps Coliseum	Attachment 2.3
2.4	Private Bill PR 34	Attachment 2.4
2.5	Opening Ceremonies Official Program & Budgets	Circulated at Meeting
2.6	Steelhawks Agreement : Update	
2.7	IATSE Local 129 Involvement in Copps Coliseum : Update	

3. Minutes of October 25, 1985 — Circulated At Meeting

   3.1 Errors or Omissions
   3.2 Motion for Approval

4. Business Arising from the Minutes
   4.1 Approval of Proposed Advertising and Promotional Expenditures for the World Junior Hockey Tournament — Circulated at Meeting

5. Managing Director's Report

   5.1 Corporate

5.2 Copps Coliseum
5.2.1 General Manager's Comments

5.3 Hamilton Place
5.3.1 Minutes : September 19, 1985 Attachment 5.3.
5.3.2 General Manager's Report

5.4 Hamilton Convention Centre
5.4.1 General Manager's Report

6. Opening Day Ceremonies Sub-Committee Report

7. Audit & Finance Committee
7.1 Minutes : October 1, 1985 Attachment 7.1
7.2 Letter from City Solicitor (For Information) Attachment 7.2
7.3 Unaudited Results for the Period Ended September 30, 1985 Attachment 7.3
7.4 Consolidated Unaudited Results Attachment 7.4

8. New Business

9. Other Business

10. Date of Next Meeting

11. Adjournment

Patricia Bennett
Secretary to the Board
November 1, 1985

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC. INTERIM BOARD

TUESDAY, NOVEMBER 5, 1985
11:00 A.M.
HAMILTON PLACE BOARD ROOM

PRESENT:	Mr. D. Braley, Chairman
	Mr. J. Jaggard, 1st Vice-Chairman
	Alderman D. Gray, 2nd Vice-Chairman
	Alderman J. Bethune
	Alderman B. Hinkley
	Alderman T. Murray
	Mr. T. Casey
	Mr. S. Cino
	Mr. D. Hector
	Mr. R. Wheeler
	Mr. T. Yates
	Mayor R. Morrow
REGRETS:	Mr. P. Valeriano
ALSO PRESENT:	Mr. B. Conacher
	Mr. J. Leuser
	Mr. F. Bogden
	Mr. W. Penfold
	Mr. T. Burrows
	Mr. J. Crane

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting and following the Secretary's confirmation that all had been properly notified, the meeting was constituted for business.

2. In-Camera Session

MOVED by Mr. Wheeler, seconded by Mr. Casey that:

THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

2.1 Janitorial Tender - Copps Coliseum

FEDERATED BUILDING MAINTENANCE CO. BE AWARDED A ONE YEAR CONTRACT WITH THE CITY HAVING THE OPTION TO RENEW ON AN ANNUAL BASIS FOR NOT MORE THAN TWO YEARS OR TO EXTEND THE CONTRACT ON A MONTH TO MONTH BASIS (IN ORDER TO COINCIDE WITH CLEANING CONTRACT PERIODS AT HAMILTON PLACE AND HAMILTON CONVENTION CENTRE) FOR NOT MORE THAN TWELVE MONTHS.

2.2 Security Tender - Copps Coliseum

PINKERTON'S OF CANADA LIMITED BE CONTRACTED FOR A ONE YEAR PERIOD TO PROVIDE BASE SECURITY SERVICES FOR COPPS COLISEUM AT A RATE OF PAY OF $7.31 PER HOUR.

2.3 Approval of a Part-Time Wage Structure for Copps Coliseum

THE FOLLOWING PART-TIME WAGE RATES BE APPROVED FOR THE REMAINDER OF 1985 AND ALL OF 1986:

STAFF	INTERNAL	CHARGE BACK
DOOR CAPTAIN	$5.50	$8.50
DOORMEN	$5.00	$7.50
USHER/USHERETTE	$5.00	$7.50
TICKET TAKERS	$5.00	$7.50
HEAD USHER/ USHERETTE	$10.00	$12.00
RINK ATTENDANTS	$5.00	$7.00
WASHROOM ATTENDANTS	$5.00	$7.00
MEDICAL ATTENDANTS	$8.00	$15.00
T-SHIRT SECURITY	$8.00	$10.00

2.4 Private Bill PR 34

MAYOR ROBERT MORROW TO BE THE OFFICIAL SPOKESMAN FOR THE DELEGATION AND WILL BE SEATED AT THE WITNESS TABLE ALONG WITH THE CITY SOLICITOR, THE CHAIRMAN OF THE HECFI BOARD OF DIRECTORS AND THE CHAIRMAN OF THE HAMILTON PLACE BOARD OF DIRECTORS.

2.5 Opening Ceremonies Official Program & Budgets

THE ENTIRE CITY COUNCIL AND THE HECFI INTERIM BOARD BE SEATED ON THE PLATFORM.

THE PROGRAM PACKAGE, INCLUDING THE BUDGET, FOR THE COPPS COLISEUM OPENING CEREMONIES BE APPROVED AS AMENDED.

MOVED by Alderman Gray, seconded by Mr. Jaggard that:

THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

3. Minutes of October 25, 1985

It was agreed that the October 25th minutes would be reviewed at the next Regular Meeting of the Board.

4. Business Arising from the Minutes

4.1 Approval of Proposed Advertising and Promotional Expenditures for the World Junior Hockey Tournament

Following review of Mr. Conacher's November 5th memorandum it was

MOVED by Mr. McFarland, seconded by Alderman Murray that:

HECFI, FROM THE LICENCE FEE CONSIDERATION RECEIVED FROM THE EIGHT HOCKEY GAMES TO BE PLAYED IN COPPS COLISEUM AS PART OF THE 1986 WJHC (ESTIMATED AT $43,000.), CONTRIBUTE $36,000. TOWARDS THE PLANS OF THE CITY OF HAMILTON AS "HOST CITY"; AND FURTHER, THAT HECFI MANAGEMENT PERSONNEL ASSIST AS REQUIRED.

MOTION CARRIED.

5. Managing Director's Report

5.1 Corporate

5.2 Copps Coliseum

5.2.1 General Manager's Comments

5.3 Hamilton Place

5.3.1 Minutes : September 19, 1985

Following review of the September 19th minutes it was

MOVED by Mr. Jaggard, seconded by Mr. Wheeler that:

THE SEPTEMBER 19TH, 1985 HAMILTON PLACE BOARD MINUTES BE ACCEPTED.

MOTION CARRIED.

5.3.2 General Manager's Report

The General Manager's Report as of October 25, 1985 was received for information.

5.4 Hamilton Convention Centre
5.4.1 General Manager's Report

Reports to be circulated at the next meeting.

6. Opening Day Ceremonies Sub-Committee Report

Reported in the In-Camera session.

7. Audit & Finance Committee

7.1 Minutes : October 1, 1985

MOVED by Mr. McFarland, seconded by Alderman Murray that:

THE OCTOBER 1, 1985 AUDIT & FINANCE COMMITTEE MINUTES BE ACCEPTED.

MOTION CARRIED.

7.2 Letter from City Solicitor

Received for information was the October 1st correspondence from Mr. K. A. Rouff, City Solicitor, advising "... that upon completion of the Hotel documentation, a further assessment will be made and I anticipate that, with adequate staffing, we will be able to provide future legal services."

7.3 Unaudited Results for the Period Ended September 30, 1985
7.4 Consolidated Unaudited Results

Mr. McFarland presented the Unaudited Results for the Period Ended September 30, 1985 as well as the Consolidated Unaudited Results and it was

MOVED by Mr. McFarland, seconded by Alderman Murray that:

THE UNAUDITED RESULTS FOR THE PERIOD ENDED SEPTEMBER 30, 1985 AND THE CONSOLIDATED UNAUDITED RESULTS FOR THE PERIOD ENDED SEPTEMBER 30, 1985 BE APPROVED.

MOTION CARRIED.

8. New Business

9. Other Business

10. Date of Next Meeting: At the Call of the Chairman

12. Adjournment:

MOVED by Alderman Murray, seconded by Mr. Casey that:

THE REGULAR MEETING OF THE HECFI INTERIM BOARD ADJOURN AT 1:55 P.M.

MOTION CARRIED.

5. New Business

6. Other Business

7. Date of Next Meeting

8. Adjournment

Patricia Bennett
Secretary to the Board
November 20, 1985

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. INTERIM BOARD

Tuesday, November 26, 1985
11:00 A.M.
Hamilton Place Board Room

PRESENT: Mr. D. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Alderman D. Gray, 2nd Vice-Chairman
Mayor Robert Morrow
Alderman B. Hinkley
Alderman T. Murray
Mr. T. Casey
Mr. S. Cino
Mr. W. McFarland
Mr. P. Valeriano
Mr. R. Wheeler
Mr. T. Yates

REGRETS: Alderman J. Bethune
Mr. D. Hector

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. F. Bogden
Mr. J. Crane
Mr. W. Penfold
Mr. T. Burrows
Mr. L. Sage
Mr. D. Freeman

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting and following the Secretary's confirmation that all had been properly notified, the meeting was constituted for business.

Alderman Murray expressed concern that too many items are being included on the agenda with no corresponding documentation attached. Mr. Conacher assured the meeting that appropriate documentation will be provided whenever possible.

2. In-Camera Session

MOVED by Mr. Valeriano, seconded by Mr. Wheeler that:

THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

Private Boxes in Copps Coliseum

A BACKGROUND REPORT BE PRESENTED TO CITY COUNCIL WHICH INCLUDES THE HECFI BOARD'S RECOMMENDATION TO MARKET THE PRIVATE BOXES AS A FUND RAISING MECHANISM TO DEFRAY OPERATING COSTS.

Steelhawks Licence Agreement

THE BOARD OF DIRECTORS APPROVE THE FOLLOWING CHANGES TO THE TERMS AND CONDITIONS OF THE HAMILTON STEELHAWKS LICENCE AGREEMENT FOR THE USE OF COPPS COLISEUM AS PREVIOUSLY APPROVED BY THE HECFI BOARD OF DIRECTORS ON MARCH 29, 1985 AND LATER BY CITY COUNCIL ON APRIL 9, 1985:

I) DURING THE PERIOD FROM EXECUTION OF THIS LICENCE AGREEMENT TO MAY 15, 1986, A FLAT FEE OF TWO THOUSAND FIVE HUNDRED DOLLARS ($2,500.00) PER HOCKEY GAME AND PLAYOFF GAME, PLUS A BONUS PAYMENT OF TWELVE PERCENT (12%) OF THE GROSS TICKET RECEIPTS OVER SIX HUNDRED THOUSAND DOLLARS ($600,000.00) FOR THE HOCKEY GAMES AND PLAYOFF GAMES PLAYED IN THE COLISEUM;

II) IN THE EVENT OF RENEWAL, THEN DURING THE PERIOD SEPTEMBER 15, 1986 TO MAY 15, 1987, THAT AMOUNT PER HOCKEY GAME AND PLAYOFF GAME WHICH IS THE GREATER OF:

TWO THOUSAND FIVE HUNDRED DOLLARS ($2,500.00)

OR

TWELVE PERCENT (12%) OF GROSS TICKET RECEIPTS;

III) THE STEELHAWKS AGREE TO PAY THE CORPORATION FIFTEEN PERCENT (15%) OF THE GROSS REVENUE ARISING FROM THE SALE OF ANY TELEVISION BROADCASTING RIGHTS. SUCH AMOUNT TO BE PAID FORTHWITH FOLLOWING RECEIPT THEREOF BY THE STEELHAWKS. TELEVISION BROADCASTING RIGHTS SHALL INCLUDE TELEVISION, CABLE TELEVISION, PAY TELEVISION AND ANY OTHER FORM OF VISUAL TRANSMISSION.

Volume Services Agreement

THE HECFI BOARD OF DIRECTORS RECEIVE THE MANAGING DIRECTOR'S VERBAL REPORT THAT THE CONTRACT BETWEEN THE CITY OF HAMILTON AND VOLUME CONCESSION SERVICES INC. REFLECTS THE ORIGINALLY DOCUMENTED TENDER CALL WHICH WAS APPROVED BY CITY COUNCIL TO PROVIDE CONCESSION SERVICES IN COPPS COLISEUM AND THAT THE PROPOSED CONTRACT THEREFORE BE APPROVED.

THE MANAGING DIRECTOR BE REQUESTED TO PRESENT A REPORT TO THE HECFI BOARD WITH RESPECT TO EXCLUSIVITY.

2.9 In-Camera Minutes : October 25, 1985

THE IN-CAMERA MINUTES OF OCTOBER 25, 1985 BE APPROVED.

2.10 In-Camera Minutes : November 5, 1985

THE IN-CAMERA MINUTES OF NOVEMBER 5, 1985 BE APPROVED.

THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE CONVENED.

3. Minutes of Regular Meetings:

3.1 October 25, 1985

MOVED by Mr. Wheeler, seconded by Alderman Gray that:

THE MINUTES OF THE REGULAR BOARD OCTOBER 25, 1985 BE APPROVED.

MOTION CARRIED.

3.2 November 5, 1985

It was noted that Mr. McFarland's attendance at the meeting was not registered and it was

MOVED by Mr. Jaggard, seconded by Mr. McFarland that:

THE MINUTES OF THE REGULAR BOARD NOVEMBER 5, 1985 BE APPROVED AS AMENDED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Licenced Use of Hamilton Convention Centre by HECFI

The Board reviewed the November 7th memorandum regarding Licenced Use of Hamilton Convention Center by HECFI. Mr. Braley reported that the Board of Directors of the Hamilton Convention Centre had agreed that exceptions to the current City Hall policy will not be granted until such time as amalgamation takes place; therefore, HECFI, on behalf of the City of Hamilton, will be charged full price for both the Opening Ceremonies luncheon and the New Year's Eve WJHC party with a reduction of 40% in the rental of the rooms in both instances.

4.2 All-Star Oldtimer's Hockey Game : Update

Mr. Conacher reported that 7800 tickets have been sold for the event thus far.

4.3 1986 W.J.H.C. - Status of City of Hamilton as "Host City"

Mr. Bogden reported that he is working with the City regarding the media program as well as with Alderman Stout. In response to a query regarding ticket sales, it was reported that approximately 40,000 tickets have been sold; the Soviet:Canada game on January 2nd has been sold out. It was also reported that BASS has been working hard to provide more distributors and that the Toronto BASS lines will be able to sell Copps events by the end of this week.

5. New Business

5.1 N.H.L. Hockey Team

Mr. Braley advised that the NHL Executive and Team Owners meet in Florida December 9th through 12th and suggested that the HECFI Board make representation to the meetings at that time. It was

MOVED by Mr. Jaggard, seconded by Mr. Valeriano that:

THE MANAGING DIRECTOR, THE CHAIRMAN OF THE BOARD AND/OR THE MAYOR ATTEND THE NATIONAL HOCKEY LEAGUE MEETINGS IN FLORIDA DECEMBER 9TH THROUGH 12TH IN ORDER TO MAKE PRESENTATION FOR THE PURPOSE OF NEGOTIATING A FRANCHISE FOR COPPS COLISEUM.

MOTION CARRIED.

6. Date of Next Meeting

At the Call of the Chairman.

7. Adjournment

MOVED by Mr. Cino, seconded by Mr. Jaggard that:

THE REGULAR MEETING OF THE BOARD ADJOURN AT 2:40 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

David Braley, Chairman

Patricia Bennett, Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, January 17, 1985
10:00 A.M.
Copps Coliseum Board Room

AGENDA

1. Chairman's Remarks

1.1.	Welcome to newly appointed Board Member and Reappointed Board Members	Attachment 1.1
1.2	Status of Board of Directors, HECFI	Attachment 1.2

2. Minutes of November 26, 1985 — Attachment 2

2.1 Errors or Omissions
2.2 Motion for Approval

3. Business Arising From the Minutes

3.1 Report on Exclusivity/Event Booking Policy — Verbal

4. Correspondence — Attachment 4

4.1 November 14th letter to Mayor Morrow from Mr. Ross Somerville, Board of Management, Concession Street;
4.2 December 5th letter from The Honourable Lily Munro;
4.3 December 12th letter from Mr. McLeod, Hockey Canada;
4.4 December 12th letter from Ainslie Hector, Opera Hamilton;
4.5 December 27th letter from Mr. K. Burgoine, Diamond Shamrock Canada Ltd.;
4.6 January 3rd letter from Mr. G. Macaluso, The Regional Municipality of Hamilton-Wentworth.

5. Managing Director's Report

5.1 Corporate

5.1.1	Westinghouse Donation to Foundation	Attachment 5.1.1
5.1.2	HECFI Facility Pass	Attachment 5.1.2

5.2	**Copps Coliseum**	
5.2.1	General Manager's Report	
5.2.2	Liability Insurance	Attachment 5.2.2
5.2.3	Status of Bust/Plaque of Victor K. Copps	
5.3	**Hamilton Place**	
5.3.1	Minutes : October 24, 1985	Attachment 5.3.1
5.3.2	General Manager's Report	
5.4	**Hamilton Convention Centre**	
5.4.1	Minutes : October 28, 1985	Attachment 5.4.1
5.4.2	Minutes : November 25, 1985	Attachment 5.4.2
5.4.3	General Manager's Report	Attachment 5.4.3
5.4.4	Operations Committee Report of December 12, 1985	Attachment 5.4.4
5.4.5	Audit & Finance Committee Report of December 19, 1985	Attachment 5.4.5
5.4.6	Unaudited Operating Results for the Eleventh Month Period Ended November 30, 1985	Attachment 5.4.6
5.4.7	Correspondence	Attachment 5.4.7

Audit & Finance Committee

6.1	Minutes : November 5, 1985	Attachment 6.1
6.2	Unaudited Results for the Period Ended November 30, 1985	Attachment 6.2
6.3	Consolidated Unaudited Results	Attachment 6.3
6.4	Heat, Light and Power Report	Attachment 6.4

7. New Business

8. Other Business

9. Date of Next Meeting

10. Adjournment

Patricia Bennett
Secretary to the Board

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. INTERIM BOARD

Friday, January 17, 1986
10:00 A.M.
Copps Coliseum Board Room

PRESENT: Mr. D. Braley, Chairman
Mr. J. Jaggard, 1st Vice-Chairman
Alderman B. Hinkley
Alderman T. Murray
Alderman J. Gallagher
Alderman R. Wheeler
Mr. T. Casey
Mr. S. Cino
Mr. W. McFarland
Mr. T. Yates

REGRETS: Mayor Robert Morrow

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. F. Bogden
Mr. J. Crane
Mr. W. Penfold
Mr. T. Burrows
Mr. L. Sage

MEDIA Mr. Darryl Harwick, CHML
Mr. Bob Ireland, CHCH
Mr. David Estock, The Spectator

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting and following the Secretary's confirmation that all had been properly notified, the meeting was constituted for business.

1.1 Welcome to Newly Appointed Board Member and Reappointed Board Members

Board Chairman, David Braley, welcomed newly appointed Councilman Gallagher, reappointed Councilmen Murray and Hinkley and Councilman Wheeler in his new capacity as alderman representative on the Board.

1.2 Status of Board of Directors, HECFI

Alderman Hinkley reviewed the procedures taking place with respect to appointment/reappointment of HECFI Board Members. Over thirty-one individuals have applied, including all present Interim Board Members. Eleven individuals will be interviewed January 23, 1986. Only those individuals unknown to City Council will be interviewed. The announcement of appointees will be made at the City Council meeting January 28, 1986.

2. Minutes of November 26, 1985

MOVED by Alderman Wheeler, seconded by Mr. Cino that:

THE MINUTES OF THE REGULAR BOARD NOVEMBER 26, 1985 BE APPROVED.

MOTION CARRIED.

3. Business Arising From the Minutes

3.1 Report on Exclusivity/Event Booking Policy

Mr. Conacher advised that he endorses the current policy whereby exclusivity is not granted to any one promoter or supplier and further, that Copps Coliseum is not losing money as a result of this policy and cited the example of CPI's original threat not to become involved unless exclusivity was granted. Torvill and Dean were later booked at the Coliseum by CPI and performed to a a sell-out crowd. It was

MOVED by Alderman Gallagher, seconded by Alderman Murray that:

THE HECFI INTERIM BOARD ENDORSE THE CURRENT NON-EXCLUSIVITY POLICY AT THE COPPS COLISEUM.

MOTION CARRIED.

A brief discussion regarding the cancellation of events took place with Mr. Conacher advising that this is inherent in the business and citing the cancellation of Twister Sister January 16th at Maple Leaf Gardens by CPI and noting that nothing was printed in the Toronto newspapers.

4. Correspondence

MOVED by Mr. McFarland, seconded by Mr. Casey that:

ITEMS OF CORRESPONDENCE 4.1 THROUGH 4.6 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Copies of the items of correspondence to form part of the minutes.

Alderman Gallagher expressed his support of a gallery located in the lobby of Copps Coliseum. It was recommended that this issue should be brought before the new Board.

5. Managing Director's Report

5.1 Corporate

5.1.1 Westinghouse Donation to Foundation

Mr. Conacher reviewed the January 15th memorandum outlining Westinghouse's $25,000 donation to the Arena/Trade Centre Foundation, Inc. and welcomed Board Member attendance at the January 20th cheque presentation. It was agreed that HECFI should retain its own photographer for this, and future, occasions.

5.1.2 HECFI Facilities Pass

Mr. Conacher's January 3rd memorandum was reviewed. It was clarified that Copps Coliseum management does not have the right to admit members of the media to an event but that admittance must be arranged by members of the media through the promoter or, that media representatives may buy a ticket. It was suggested that the media's purchase of tickets could be facilitated if they could call ahead to reserve and that some arrangement be made whereby a line-up queue could be avoided. It was

MOVED by Mr. McFarland, seconded by Alderman Gallagher that:

THE RECOMMENDATION BE APPROVED THAT EACH CURRENT MEMBER OF CITY COUNCIL AND EACH MEMBER OF THE BOARD OF DIRECTORS OF HECFI RECEIVE A PASS WHICH WILL PERMIT THEM ACCESS TO ANY OF THE FACILITIES MANAGED AND OPERATED BY HECFI (HAMILTON PLACE THEATRE, COPPS COLISEUM, HAMILTON CONVENTION CENTRE) ON BEHALF OF THE CORPORATION OF THE CITY OF HAMILTON.

MOTION CARRIED.

It was further recommended that arrangements be made as soon as possible for photographs to be taken of the new Board Members.

5.2 Copps Coliseum

5.2.1 General Manager's Report

Mr. Crane opened his remarks stating that the first month of operation has been a success; that there are problems which have yet to be stabilized and requested the Board's patience in resolving them.

Mr. Braley, on behalf of the full Board, formally thanked both Mr. Crane and Mr. Conacher for a job well done. It was requested that staff members be formally thanked, on behalf of the Board, for the participation and hard work, thus far.

5.2.2 Liability Insurance

The Board received for information Mr. Conacher's January 6th memorandum outlining the crisis situation which currently exists in the insurance industry in Canada and the U.S.A. Because of the high cost of liability insurance it may be necessary for the City of Hamilton to absorb the insurance liability in total. Mr. Conacher will report further back to the Board.

5.2.3 Bust - Victor K. Copps

It was agreed that the Secretary will correspond with the City Clerk to ascertain the status of the proposed competition with respect to having a bust made of Victor K. Copps.

5.3 Hamilton Place

5.3.1 Minutes : October 24, 1986

The Board received for information the mintues of October 24, 1986. Mr. Hector advised that one more, informal, meeting of the Board will take place in order to make recommendations with respect to Hamilton Place reserves.

5.3.2 General Manager's Report

Mr. Burrows advised that the budgetary surplus for 1985 will be between $260,000 and $270,000. Mr. Burrows extended invitations to all Aldermen and Board Members to attend the last, informal meeting of the Hamilton Place Board of Directors, January 30th and to express his enthusiasm in working with the new Corporation.

5.4 Hamilton Convention Centre

5.4.1 Minutes : October 28, 1985
5.4.2 Minutes : November 25, 1985

The minutes of October 28th and November 25th were received for information.

5.4.3 General Manager's Report

Mr. Penfold reported that revenues will be in excess of $2 million for 1985 and that the municipal contribution will be under $200,000. Twenty-one conventions and seminars are booked for 1986. Mr. Penfold accepted the Board's congratulations on the excellent Copps Opening Ceremonies luncheon. Mr. Penfold advised that the cost of operating the pedestrian bridge is still being negotiated between the architect, lawyers and the hotel.

5.4.4 Operations Committee Report of December 12, 1985
5.4.5 Audit & Finance Committee Report of December 19, 1985
5.4.6 Unaudited Operating Results for the Eleventh Month Period Ended November 30, 1985

MOVED by Mr. Yates, seconded by Mr. McFarland that

THE OPERATIONS COMMITTEE REPORT OF DECEMBER 12, 1985, THE AUDIT & FINANCE COMMITTEE REPORT OF DECEMBER 19, 1985 AND THE UNAUDITED OPERATING RESULTS FOR THE ELEVENTH MONTH PERIOD ENDED NOVEMBER 30, 1985 BE ACCEPTED.

MOTION CARRIED.

5.4.7 Correspondence

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE CONVENTION CENTRE CORRESPONDENCE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Copies of the items of correspondence to form part of the minutes.

6. Audit & Finance Committee

6.1 Minutes : November 5, 1985

MOVED by Mr. McFarland, seconded by Mr. Hector that

THE NOVEMBER 5, 1985 AUDIT & FINANCE COMMITTEE MINUTES BE ACCEPTED.

MOTION CARRIED.

6.1.1 HECFI Accounting Year-End

The Audit & Finance Committee agreed that as the corporations for Hamilton Place and the Hamilton Convention Centre were effectively dissolved on December 18, 1985 when HECFI received Royal Assent, that the accounting results for 1985 run to December 31, 1985 rather than close on December 18, 1985. The Board endorsed the recommendation and it was

MOVED by Mr. McFarland, seconded by Mr. Jaggard that

THE FISCAL YEAR-END FOR HAMILTON PLACE AND THE CONVENTION CENTRE BE EFFECIVE DECEMBER 31, 1985 AND THAT THE AMALGAMATION FOR ACCOUNTING PURPOSES COMMENCE ON JANUARY 1, 1986.

MOTION CARRIED.

6.2 Unaudited Results for the Period Ended November 30, 1985

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE UNAUDITED RESULTS FOR THE PERIOD ENDED NOVEMBER 30, 1985 BE APPROVED.

MOTION CARRIED.

6.3 Consolidated Unaudited Results

MOVED by Mr. McFarland, seconded by Mr. Jaggard that

THE CONSOLIDATED UNAUDITED RESULTS FOR THE PERIOD ENDED NOVEMBER 30, 1985 BE APPROVED.

MOTION CARRIED.

6.4 Heat, Light and Power Report

The Board endorsed the amendment to the recommendation contained in Mr. Matthews December 11, 1985 memorandum as follows:

MOVED by Mr. McFarland, seconded by Mr. Jaggard that:

THE HECFI AUDIT AND FINANCE COMMITTEE RECOMMENDS THAT THE COSTS OF THE CENTRAL UTILITIES PLANT, AFTER CREDITING THE REVENUES FROM OUTSIDE USERS (I.E., THE ART GALLERY, UNDERGROUND PARKING GARAGE AND THE ONTARIO GOVERNMENT BUILDING AND THE COSTS RELATING TO THE UTILITIES FOR THE TRADE CENTRE/ARENA BE INCORPORATED IN THE MUNICIPAL PORTION OF THE CITY BUDGET, NOT PART OF THE CONTRIBUTION TO THE LOCAL BOARDS.

Note: BY RESOLUTION DATED JULY 8, 1985, THE COUNCIL OF THE CITY OF HAMILTON TRANSFERRED THE RESPONSIBILITY FOR THE MANAGEMENT AND OPERATIONS OF C.U.P. TO THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BOARD.

MOTION CARRIED.

7. New Business

7.1 Copps Coliseum Event Revenue Report November 30, 1985 to December 31, 1985 and January 1, 1986 to January 11, 1986

The Board reviewed the two reports and it was

MOVED by Alderman Murray, seconded by Alderman Gallagher that:

THE COPPS COLISEUM EVENT REVENUE REPORTS NOVEMBER 30, 1985 TO DECEMBER 31,1985 AND JANUARY 1, 1986 TO JANUARY 11, 1986 WERE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7.2 City of Hamilton as "Host City" for the 1986 World Hockey Championships

Mr. Conacher's January 25th report outlining the financial summary of the World Hockey Championship was reviewed and it was

MOVED by Alderman Murray, seconded by Mr. Jaggard that

THE REPORT OUTLINING THE SUMMARY OF COSTS FOR CITY OF HAMILTON AS "HOST CITY" FOR THE 1986 WORLD JUNIOR HOCKEY CHAMPIONSHIP BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7.3 Entrance Crowding Preceding Events
BASS Ticket Used For Advertising

Alderman Hinkley raised two issues which have been raised with him; i) crowds at the Bay Street doors before an event; and ii) the possible utilization of the back of the Bass tickets for advertising the seating plan of the Coliseum.

Mr. Crane responded that to alleviate the problems with crowding, plans are underway to expand the Bay Street lobby area by moving the turnstiles closer to the stairwells as well as, to place an advertisement in The Spectator informing patrons of the existing East Exit. Alderman Gallagher suggested that gate numbers and entrance/exit doors be printed on the tickets.

Mr. Conacher advised that BASS print 10,000,000 tickets at a time using a standard format as per the agreement between BASS and Copps. In any case, Mr. Conacher did not feel that there was sufficient space to properly display the seating arrangements on the back of the ticket. The Director of Marketing, Fred Bogden, is presently developing advertising which will inform the public of the seating plans.

7.4 Telephone System

Several members of the Board indicated that they had experienced problems with the telephone system. Mr. Crane advised that these problems are being investigated.

7.5 Club Lounge

Alderman Hinkley raised the issue of the Club Lounge and whether Volume has the operating rights under the contract. Mr. Conacher advised that there is provision in the agreement to make exclusions but this particular area was part of the initial agreement and it is considered to be a concession area. It was clarified that the request to the City for $200,000 is for the plumbing, electrical and heating requirements, irrespective of who occupies the space. During the discussion Mr. Penfold advised that this area has been included in the revenue projections of Volume's original proposals. It was agreed that this issue should be a topic brought forward for discussion at a future In-Camera session.

7.6 Approval of Two (2) Box Office Clerk Positions Hamilton Place and Copps Coliseum

Following review of Mr. Leuser's December 11, 1985 documentation it was

MOVED by Mr. McFarland, seconded by Mr. Jaggard that:

THE JOB INFORMATION QUESTIONNAIRE FOR TWO POSITIONS OF BOX OFFICE CLERK FOR THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE AUTHORIZED AND CLASSIFIED AS E-2 POSITIONS (1985 RATE), $15,581.80, $16,204.24, $16,786.64 PER ANNUM; and

THAT THE TWO POSITIONS BE POSTED INTERNALLY BY THE DIRECTOR OF PERSONNEL OF THE CITY OF HAMILTON AND IN THE EVENT THAT SUITABLE CONDIDATES CANNOT BE SELECTED FROM WITHIN THE CITY OF HAMILTON ORGANIZATION, INCLUDING HAMILTON PLACE, THE CONVENTION CENTRE AND COPPS COLISEUM, THAT THE DIRECTOR OF PERSONNEL BE AUTHORIZED TO ADVERTISE THE POSTING OUTSIDE.

MOTION CARRIED.

7.7 Approval of a Temporary Position of Clerk /Typist for the Finance and Administration Department

Following review of the background documentation provided by Mr. Leuser, it was

MOVED by Mr. McFarland, seconded by Mr. Jaggard that

THE DIRECTOR OF FINANCE AND ADMINISTRATION BE AUTHORIZED TO ESTABLISH AND FILL THE POSITION OF CLERK/TYPIST AT AN HOURLY RATE NOT TO EXCEED $8.00; AND

THAT THE POSITION BE CLASSIFIED AS TEMPORARY SUBJECT TO REVIEW AFTER SIX MONTHS.

MOTION CARRIED.

The regular session of the Board adjourned at 11:55 A.M.

MOVED by Alderman Wheeler, seconded by Mr. Casey that

THE REGULAR SESSION OF THE MEETING ADJOURN AND THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

5.1.1 Contract : Norm Marshall

MR. NORM MARSHALL BE RETAINED FOR A SIX MONTH PERIOD TO CONCLUDE JUNE 30, 1986 AT A FEE OF $2,000 PER MONTH PLUS MILEAGE EXPENSES.

5.2.1 Settlement on Oldtimer's Hockey Game - November 30th.

THE NET PROFIT FROM THE OLDTIMER'S HOCKEY GAME IN COPPS COLISEUM ON NOVEMBER 30, 1985 GO TO THE ARENA/TRADE CENTRE FOUNDATION INC. AS THE MAJOR SPONSOR OF THE EVENT.

5.2.2. Opening Ceremonies Summary

THE JANUARY 15, 1985 SUMMARY OF COSTS BE RECEIVED FOR INFORMATION.

5.2.4. Request from Hamilton Philharmonic Orchestra for Special Licence Consideration for Event in Copps Coliseum on February 26, 1986

THE FUND RAISING EVENT PLANNED IN COPPS COLISEUM ON FEBRUARY 26, 1986 BY THE HAMILTON PHILHARMONIC ORCHESTRA BE CLASSIFIED AS A "SPECIAL EVENT" AND AS SUCH BE CHARGED THE FOLLOWING RATES

- A FLAT BASIC BUILDING FEE OF $6,000.;
- A TICKET SELLING COMMISSION OF 2% OF THE GROSS TICKET REVENUES (LESS ANY APPLICABLE ADMISSION SALES TAXES);
- A CREDIT CARD SERVICE CHARGE OF 3% OF THE SALE OF TICKETS BY CREDIT CARD;
- ALL EVENT STAFF AND EVENT SHEET CHARGES AT ACTUAL COST;
- WAIVE REQUIREMENT FOR NON-REFUNDABLE, NON-INTEREST BEARING DEPOSIT OF $3,000.

5.2.6 Report/Request on Cancelled "Spoons Concert" December 17, 1985

THE DEPOSIT INCURRED BY THE SYNOD OF THE DIOCESE OF NIAGARA NOT BE REFUNDED.

5.2.8 Complimentary Ticket and House Tickets Policy and Procedure

THE COMPLIMENTARY TICKET AND HOUSE TICKETS POLICY AND PROCEDURE FOR COPPS COLISEUM AS DOCUMENTED IN MR. CONACHER'S JANUARY 3RD, 1986 MEMORANDUM BE ADOPTED.

5.3.1. In-Camera Minutes : October 24, 1985

THE OCTOBER 24 IN-CAMERA MINUTES BE RECEIVED FOR INFORMATION.

5.4.1. In-Camera Minutes : November 25, 1985

THE NOVEMBER 25, 1985 IN-CAMERA MINUTES BE RECEIVED FOR INFORMATION.

5.4.2. Report to Board on N.D.P. Convention

THE ROOM RENTAL CHARGE BE WAIVED FOR THE N.D.P. CONVENTION TO BE HELD JUNE 18 TO 22, 1986.

5.4.3. Report to Board on Sales Representatives

THE TEMPORARY SALES REPRESENTATIVE AND THE CONTRACT SALES REPRESENTATIVE BE RETAINED ON A MONTH-TO-MONTH BASIS UNTIL SUCH TIME AS MANAGEMENT PROPERLY EVALUATES THE POSSIBLE RETENTION OF THESE POSITIONS ON A PERMANENT BASIS.

5.4.4. Report to Board on Renewal of Security Contract

THE RENEWAL OF THE SECURITY CONTRACT WITH GREENAWAY FOR AN ADDITIONAL YEAR, EFFECTIVE JANUARY 6, 1986 BE APPROVED.

6.1 Audit & Finance Committee

THE IN-CAMERA MINUTES OF NOVEMBER 5, 1985 BE RECEIVED FOR INFORMATION.

TAKEN AS READ AND APPROVED

David O. Braley, Chairman

Patricia Bennett, Secretary

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

Tuesday, February 4, 1986
10:00 A.M.
Copps Coliseum Board Room

PRESENT: Mayor Robert Morrow
Alderman B. Hinkley
Alderman T. Murray
Alderman R. Wheeler
Alderman J. Gallagher
Mr. D. Braley
Mr. T. Yates
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Mr. C. Bart
Mr. D. Beattie
Mrs. J. Gowland

ALSO PRESENT: Mr. B. Conacher
Mr. J. Crane
Mr. W. Penfold
Mr. T. Burrows
Mr. J. Leuser
Mr. F. Bogden

MEDIA: Mr. D. Estock, The Spectator
Mr. L. Meyer, C.H.M.L.

The first formal meeting of the Board was held on this date for the purpose of the election of officers.

1. Opening Remarks

Mr. B. Conacher opened the meeting advising that he would take the Chair until the three officers of the Board had been elected.

The Secretary confirmed that all members had been properly notified and the meeting was duly constituted for business.

2. Mayor Robert Morrow

Mayor Morrow formally welcomed everyone to the meeting. Following a brief history of the Hamilton Convention Centre and Hamilton Place, a summary of the success experienced by Copps Coliseum thus far, the Mayor voiced his optimism for the successful management of the three facilities under one corporation.

3. Introduction of Newly Appointed Board Members

Mr. Conacher introduced and welcomed Mrs. Judy Gowland, Manager of Conference Services, McMaster University, Mr. C. K. Bart, Ph.D., C.A., Assistant Professor of Business Policy, McMaster University and Mr. Duncan Beattie, Insurance Agency Manager, as new members to the HECFI Board.

4. Consent of Board of Directors to Act as Directors Until the Next Annual Board Meeting

All members indicated their willingness, by a show of hands, to serve for one full year until the next annual meeting of the Board of Directors. The Board was then declared duly appointed.

MOVED by Mayor Morrow, seconded by Alderman Murray that:

THE BOARD OF DIRECTORS ELECT OFFICERS BY MEANS OF SECRET BALLOT.

MOTION CARRIED.

5. Election of Chairman

The Chairman called for nominations.

Alderman Wheeler moved the nomination of Mr. D. O. Braley.

Alderman Gallagher moved that nominations be closed; seconded by Mr. Beattie. Motion carried.

Nominations were delcared closed.

Mr. D. O. Braley was declared Chairman of the Board by acclamation.

6. Election of First Vice-Chairman

The Chairman called for nominations.

Mr. Yates nominated Alderman Hinkley.

Mr. McFarland moved that nominations be closed; seconded by Mayor Morrow. Motion carried.

Nominations were declared closed.

Alderman Brian Hinkley was declared First Vice-Chairman of the Board by acclamation.

7. Election of Second Vice-Chairman

The Chairman called for nominations.

Alderman Murray nominated Mr. Duncan Beattie.
Alderman Wheeler nominated Mr. Terry Yates.
Mr. Hector nominated Mr. Sam Cino.

Alderman Wheeler moved that nominations be closed; seconded by Mr. McFarland.

Nominations were declared closed.

The ballots were counted; Mr. Beattie and Mr. Cino were declared tied for second position. Mr. Beattie and Mr. Cino both declared their withdrawel from the candidacy.

Mr. Terry Yates was declared Second Vice-Chairman.

Mr. D. Braley then took the Chair thanking the Board for the opportunity to serve as Chairman and expressing his enthusiasm for his past involvement.

8. Confirmation of Pat Bennett as Secretary of the Corporation

MOVED by Alderman Wheeler, seconded by Alderman Gallagher that:

PAT BENNETT BE DECLARED AS SECRETARY OF THE CORPORATION.

MOTION CARRIED.

9. Appointment of Committees:

A discussion ensued regarding the membership of the committees. It was clarified that Bill PR34 does not refer to committee membership involving members outside the HFCFI Board of Directors and therefore, additional citizen members on committees would not be considered. It was

MOVED by Alderman Murray, seconded by Mr. Cino that:

THE THREE COMMITTEES, HAMILTON CONVENTION CENTRE COMMITTEE, HAMILTON PLACE COMMITTEE, COPPS COLISEUM COMMITTEE, CONSIST OF A MAXIMUM NUMBER OF FIVE MEMBERS, AT LEAST ONE OF WHICH WILL BE AN ELECTED OFFICIAL, PLUS THE MAYOR AS AN EX-OFFICIO MEMBER WITH SPEAKING AND VOTING POWERS ON ALL THREE COMMITTEES BUT NOT ESSENTIAL TO A QUORUM.

MOTION CARRIED.

MOVED by Mr. Hector, seconded by Mr. Yates that:

AN AUDIT AND FINANCE COMMITTEE BE STRUCK COMPRISED OF FIVE MEMBERS OF THE HECFI BOARD, AT LEAST ONE OF WHICH WILL BE AN ELECTED OFFICIAL PLUS THE MAYOR AS AN EX-OFFICIO MEMBER WITH SPEAKING AND VOTING POWERS BUT NOT ESSENTIAL TO A QUORUM.

MOTION CARRIED.

Board Members were than requested to indicate their interest in membership on the various committees. The following is a list of Committee membership as agreed to by the members:

Copps Coliseum Committee

Alderman T. Murray
Mr. D. Beattie
Mr. W. H. McFarland
Alderman J. Gallagher
Mr. T. Casey

Hamilton Place Committee

Mr. D. Hector
Mr. S. Cino
Alderman R. Wheeler
Mr. T. Casey
Mr. C. Bart

Hamilton Convention Centre Committee

Mr. T. Yates
Alderman R. Wheeler
Mr. D. Beattie
Mrs. J. Gowland
Alderman B. Hinkley

Audit & Finance Committee

Mr. W. H. McFarland
Mr. C. Bart
Mr. D. Hector
Mr. S. Cino
Alderman B. Hinkley

Following a discussion with respect to the election/appointment of Committee officers, it was

MOVED by Alderman Gallagher, seconded by Alderman Wheeler that:

THE COMMITTEES BE AUTHORIZED TO ELECT THEIR OWN OFFICERS, I.E. CHAIRMEN, VICE-CHAIRMEN.

MOTION CARRIED.

The Committees then held elections, the results of which follow:

Copps Coliseum Committee

Chairman

Alderman Gallagher nominated Alderman Tom Murray.

Mr. Casey moved, Alderman Hinkley seconded the motion that nominations be closed. Motion carried.

Nominations were declared closed.

Alderman Murray was declared Chairman of the Copps Coliseum Committee by acclamation.

Vice-Chairman

Alderman Gallagher nominated Mr. D. Beattie.
Alderman Murray nominated Mr. T. Casey.

Mr. Casey moved that nominations be closed, seconded by Alderman Gallagher. Motion carried.

The nominations were declared closed.

Following a ballot vote, Mr. Beattie was declared Vice-Chairman of the Copps Coliseum Committee.

Hamilton Convention Centre Committee

Chairman

Mr. Beattie nominated Mr. Yates.

Mr. Casey nominated Mr. Wheeler.

Mr. Beattie moved that nominations be closed, seconded by Alderman Wheeler. Motion carried.

The nominations were declared closed.

Following a ballot vote, Mr. Yates was declared the Chairman of the Hamilton Convention Centre Committee.

Vice-Chairman

Mr. Yates nominated Alderman Wheeler.

Mr. Beattie moved that nominations be closed, seconded by Mr. Yates. Motion carried.

The nominations were declared closed.

Alderman Wheeler was declared Vice-Chairman of the Hamilton Convention Centre Committee by acclamation.

Hamilton Place Committee

Chairman

Mr. Cino nominated Mr. Hector.

Mr. Cino moved that nominations be closed, seconded by Alderman Wheeler. Motion carried.

The nominations were declared closed.

Mr. D. Hector was declared Chairman of the Hamilton Place Committee by acclamation.

Vice-Chairman

Alderman Wheeler nominated Mr. Cino.

Alderman Wheeler moved that nominations be closed, seconded by Mr. Hector. Motion carried.

The nominations were declared closed.

Mr. S. Cino was declared Vice-Chairman of the Hamilton Place Committee by acclamation.

Audit & Finance Committee

Chairman

Alderman Hinkley nominated Mr. McFarland.

Mr. Cino moved that nominations be closed; seconded by Mr. Hector. Motion carried.

The nominations were declared closed.

Mr. W. H. McFarland was declared Chairman of the Audit & Finance Committee by acclamation.

Vice-Chairman

Mr. Cino nominated Mr. Bart.

Mr. McFarland moved that nominations be closed; seconded by Mr. Hector. Motion carried.

The nominations were declared closed.

Mr. C. Bart was declared Vice-Chairman of the Audit & Finance Committee by acclamation.

10. Acknowledgement of Bill PR 34

MOVED by Alderman Wheeler, seconded by Alderman Hinkley that:

THE BOARD OF DIRECTORS FORMALLY ACKNOWLEDGE BILL PR 34.

MOTION CARRIED. (unanimously)

11. Ratification of Pre-Incorporation Contracts:
Volume Services Inc.
BASS
Steelhawks

Mr. Conacher advised that all three contracts had been negotiated and duly signed by The Corporation of the City Hamilton (Volume and Steelhawks) and The Hamilton Place Theatre (BASS) on behalf of a company to be incorporated (HECFI), approved by the City's Finance Committee and subsequently, City Council. It was

MOVED by Alderman Wheeler, seconded by Alderman Hinkley that:

THE PREINCORPORATION CONTRACTS RELATING TO VOLUME SERVICES INC., BASS AND THE STEELHAWKS BE RATIFIED BY THE HECFI BOARD OF DIRECTORS.

MOTION CARRIED.

12. Ratification of Signing Authorities

Following review of the November 4th memorandum from Mr. J. J. Schatz, Secretary of the City's Finance Committee, (copy attached) advising City Council's approval of Signing Authorities, it was

MOVED by Alderman Murray, seconded by Alderman Gallagher that:

SECTION 13 OF THE EIGHTEENTH REPORT OF THE FINANCE COMMITTEE ADOPTED BY CITY COUNCIL AT ITS MEETING OCTOBER 29, 1985 BE RATIFIED BY THE HECFI BOARD OF DIRECTORS.

MOTION CARRIED.

13. Ratification of Banking Arrangements

HECFI banking arrangements as verified by the Director of Finance & Administration, Mr. J. Leuser, and outlined in Mr. Schatz's November 4th memorandum (attached) were approved.

MOVED by Alderman Wheeler, seconded by Mr. Bart that:

BANKING ARRANGEMENTS AS DOCUMENTED IN THE ATTACHED NOVEMBER 4TH, 1985 MEMORANDUM BE RATIFIED BY THE HECFI BOARD OF DIRECTORS.

MOTION CARRIED.

14. Other Business

14.1 Liability Insurance : Board Members

The Director of Finance & Administration assured Board Members that insurance data is being updated and that appropriate coverage will be arranged.

14.2 Photographs - HECFI Passes

The Managing Director reported that the I.D. cards are still being printed and that as soon as they are received arrangements will be made for the appropriate photographs to be taken.

14.3 General Managers' Involvement : Committees

Alderman Hinkley advised that a free exchange should exist between the General Managers and their respective committees.

The Managing Director suggested his attendance at all committee meetings and as well, that the Director of Finance & Administration and/or the Director of Marketing may attend such meetings.

15. Date of Next Meeting

Following a general discussion regarding the most convenient meeting time it was agreed that Fridays at 10:00 A.M. would be appropriate.

The next meeting of the Board will take place:

Friday, February 14, 1986
10:00 A.M.
Copps Coliseum Board Room

16. Adjournment

MOVED by Alderman Gallagher, seconded by Alderman Wheeler that:

THE REGULAR SESSION OF THE BOARD ADJOURN AT 1:45 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

David Braley, Chairman

Patricia Bennett, Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, February 14, 1986
10:00 A.M.
Copps Coliseum Board Room

AGENDA

1. Chairman's Remarks

2. Minutes of January 17 Meeting of Interim Board of Directors — Attachment 2

   2.1 Errors or Omissions
   2.2 Motion for Approval
   2.3 Ratification of Motions

3. Minutes of February 4, 1986 Meeting — Attachment 3

   3.1 Errors or Omissions
   3.2 Motion for Approval

4. Discussion : 1986 HECFI Business Plan — Attachment 4

5. Scheduling of HECFI Meetings — Attachment 5

6. Date of Next Meeting

7. Adjournment

Patricia Bennett
Secretary to the Board of Directors

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, February 14, 1986
10:00 A.M.
Copps Coliseum Board Room

MINUTES OF REGULAR SESSION

PRESENT: Mr. David Braley, Chairman of the Board
Alderman B. Hinkley, First Vice-Chairman
Alderman R. Wheeler
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Dr. C. Bart
Mr. D. Beattie
Mrs. J. Gowland

ALSO PRESENT: Mr. B. Conacher
Mr. T. Burrows
Mr. J. Crane
Mr. W. Penfold
Mr. J. Leuser
Mr. F. Bogden

ABSENT: Mayor Robert Morrow
Alderman T. Murray
Alderman J. Gallagher
Mr. T. Yates

MEDIA: Mr. J. Rogers, The Spectator
Mr. D. Estock, The Spectator
Mr. B. Ireland, C.H.C.H. T.V.

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting and for the information of Board Members announced the reelection by acclamation of Mr. T. Casey as Business Manager and Secretary/Treasurer of the Hamilton-Brantford, Ontario Building and Construction Trades Council.

The Secretary confirmed that Board Members had been properly notified and the meeting was duly constituted for business.

In-Camera Motions

The following motions were carried during the In-Camera session:

THE JANUARY 17, 1986 IN-CAMERA MINUTES BE ACCEPTED AS AMENDED.

THE HECFI BOARD OF DIRECTORS REAFFIRM ITS DECISION NOT TO REFUND THE DEPOSIT WITH RESPECT OF THE SPOONS CONCERT.

THE REQUEST FOR A REBATE IN RESPECT OF THE LIABILITY INSURANCE COSTS TO THE PROMOTERS/PRODUCERS OF THE MOSCA MANIA EVENT BE DENIED.

MANAGEMENT BE REQUESTED TO INVESTIGATE THE INSURANCE PROBLEMS FURTHER TO RESOLVE THE LIABILITY INSURANCE ISSUE WITH RESPECT OF THE STAGING OF EVENTS.

NO ACTION BE TAKEN ON THE FEBRUARY 11TH, 1986 REPORT "CONNAUGHT AND MAPLE LEAF TICKET AGENCIES AS B.A.S.S. TICKET OUTLETS."

H.E.C.F.I. MANAGEMENT INITIATE AN INVESTIGATION TO DETERMINE HOW THE BUSINESS PLAN, A CONFIDENTIAL, DRAFT DOCUMENT, WAS RELEASED TO THE MEDIA BEFORE ITS REVIEW BY THE BOARD.

2. Minutes of January 17, 1986 Meeting of Interim Board of Directors

2.1 Errors or Omissions

The following corrections were noted:

Mr. D. Hector was in attendance;
3.1 Report on Exclusivity/Event Booking Policy should read "...exclusivity is not granted to any one promoter or producer..."

2.2 Motion for Approval

MOVED by Alderman Wheeler, seconded by Mr. Cino that

THE JANUARY 17, 1986 REGULAR MINUTES BE APPROVED AS AMENDED.

MOTION CARRIED.

3. Minutes of February 4, 1986 Meeting

3.1 Errors or Omissions

The following correction was noted:

9. Appointment of Committees should read - THE THREE COMMITTEES, HAMILTON CONVENTION CENTRE COMMITTEE, HAMILTON PLACE COMMITTEE, COPPS COLISEUM COMMITTEE, CONSIST OF FIVE MEMBERS, AT LEAST ONE OF WHICH WILL BE AN ELECTED OFFICIAL, PLUS THE MAYOR AS AN EX-OFFICIO MEMBER WITH SPEAKING AND VOTING POWERS ON ALL THREE COMMITTEES BUT NOT ESSENTIAL TO A QUORUM.

3.2 Motion for Approval

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THE FEBRUARY 4, 1986 REGULAR MINUTES BE APPROVED AS AMENDED.

MOTION CARRIED.

4. Discussion : 1986 HECFI Business Plan

Initial discussion of the Business Plan centered around the fact that the draft, confidential document had been leaked to the Press. Management staff stated that they had no reason to believe Spectator Reporter Jerry Rogers had access to the report when speaking to him the previous day. It was suggested that the Board Chairman speak to those Board Members not present and that the Managing Director speak to staff members that may not be present in order to obtain any information regarding the issue.

A lengthy discussion of the proposed organizational structure ensued with the Managing Director advising that the three facility General Managers and he were unable to reach a concensus on the proposed changes; the essence of the problem(s) stemming from the marketing area and how it effects the responsibilities of the General Managers. Further, that although he is committed to the recommendations contained in the Business Plan, he supports the General Managers' presentations of their individual concerns to the full Board. The Board then received presentations from Mr. Penfold, Mr. Crane and Mr. Burrows.

Alderman Hinkley left the meeting at 1:45 p.m.

It was recommended that the General Managers document their concerns in writing, present them to the Managing Director for forwarding to the HECFI Board for consideration at its next meeting. It was noted that Messrs. Penfold and Crane presented verbal as well as written reports to the Board. It was suggested that the next meeting be held In-Camera.

The discussion closed with the Managing Director stating that the ultimate aim is to create the best possible Business Plan for HECFI and that any changes made to the draft document to fulfil that aim would be totally supported by him.

It was also noted that following the HECFI Board approval of a Business Plan, approval by the City's Finance Committee and ultimately, City Council would be requested.

5. Scheduling of HECFI Meetings

Following review of the proposals contained in the February 11th, 1986 memorandum with respect to meeting schedules, it was

MOVED by Mr. Cino, seconded by Mr. Casey that

THE REGULAR MEETINGS OF THE BOARD MEET THE FIRST FRIDAY OF THE MONTH, 10:00 A.M., COPPS COLISEUM BOARD ROOM OR OTHER SELECTED LOCATIONS, FROM TIME TO TIME;

THE THREE FACILITY COMMITTEES (HAMILTON CONVENTION CENTRE, HAMILTON PLACE AND COPPS COLISEUM) MEET THE SECOND WEEK OF THE MONTH; THE AUDIT AND FINANCE COMMITTEE THE LAST WEEK OF THE MONTH. THIS WILL ALLOW AMPLE TIME FOR PROPER REPORTS TO BE COMPLETED AND FORWARDED TO AUDIT & FINANCE, WHERE APPROPRIATE, AND ULTIMATELY, TO THE BOARD FOR ITS MEETING THE FIRST FRIDAY OF THE MONTH;

THE THREE FACILITY COMMITTEES MEET CONSISTENTLY EITHER ON TUESDAY A.M. OR ON FRIDAYS OF THE SECOND WEEK OF THE MONTH AND THAT AUDIT & FINANCE MEET EITHER TUESDAY A.M. OR WEDNESDAY A.M. OF THE LAST WEEK OF THE MONTH.

MOTION CARRIED.

6. Date of Next Meeting

Friday, February 21, 1986, 10:00 A.M., Copps Coliseum.

7. Adjournment

MOVED by Alderman Wheeler, seconded by Mr. Cino that

THE REGULAR SESSION OF THE BOARD ADJOURN AT 2:Ø5 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

David Braley, Chairman

Patricia Bennett, Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, February 21, 1986
1:00 P.M.
Copps Coliseum Board Room

AGENDA

1.	Opening Remarks	
2.	Tender for Purchase of Portable Basketball Floor	Attachment 2
3.	Discussion of Draft 1986 Business Plan	
3.1	Revised Operating Budget Estimates	Attachment 3.1
3.2	Report From J. Leuser, Director of Finance & Administration	Attachment 3.2
3.3	Report From F. Bogden, Director of Marketing	Attachment 3.3
3.4	Report From T. Burrows, General Manager of Hamilton Place	Attachment 3.4
4.	Adjournment	

**Note: Lunch will be served at 1:00 P.M.

Patricia Bennett
Secretary to the Board of Directors

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, February 21, 1986
1:00 P.M.
Copps Coliseum Board Room

MINUTES OF REGULAR SESSION

PRESENT: Mr. David Braley, Chairman of the Board
Alderman B. Hinkley, First Vice-Chairman
Mr. T. Yates, Second Vice-Chairman
Mayor Robert Morrow
Alderman T. Murray
Alderman J. Gallagher
Alderman R. Wheeler
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Dr. C. Bart
Mr. D. Beattie
Mrs. J. Gowland

ALSO PRESENT: Mr. B. Conacher
Mr. T. Burrows
Mr. W. Penfold
Mr. J. Leuser
Mr. F. Bogden
Alderman D. Ross
Alderman S. Collins
Alderman T. Cooke

MEDIA: Mr. D. Estock, The Spectator
Mr. B. Ireland, C.H.C.H. T.V.

1. Opening Remarks

The Chairman welcomed everyone to the meeting. The Secretary confirmed that Board Members had been properly notified and the meeting was duly constituted for business.

Mayor Morrow expressed concern regarding the leak of the draft, confidential Business Plan and of the leak of the subsequent confidential documents circulated with today's agenda. It was suggested that appropriate staff be asked once more if they released the documents or if they know who was

responsible. It was reiterated that documents are not official until reviewed/approved by the Board of Directors and that this should be stressed to all personnel. It was recommended that in the development of the Corporation's By-Laws a clause exist stating that such an act as releasing confidential documents would result in immediate dismissal.

In-Camera Motions

The following motions were carried during the In-Camera session:

THAT THE PURCHASE OF A PORTABLE BASKETBALL FLOOR FROM HORNER FLOORING COMPANY IN THE AMOUNT OF $46,320.00 U.S., PLUS FEDERAL SALES TAXES AT 7% AND PROVINCIAL SALES TAXES AT 7%, PLUS U.S. CURRENCY EXCHANGE RESULTING IN A TOTAL COST OF APPROXIMATELY $75,000.00 BE APPROVED.

ACCEPTANCE OF THE REVISED 1986 OPERATING BUDGET ESTIMATES FOR THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. AND CENTRAL UTILITIES WHICH REPLACE THE ORIGINAL DOCUMENT IN THE DRAFT, 1986 BUSINESS PLAN BE APPROVED.

THE BOARD CONDUCT PRIVATE DISCUSSION WITHOUT THE PRESENCE OF SENIOR MANAGEMENT AND THAT FROM TIME TO TIME, THE ATTENDANCE OF INDIVIDUAL STAFF MEMBERS MAY BE REQUESTED TO PARTICIPATE IN THE MEETING.

PURSUANT TO CITY COUNCIL'S RESOLUTION OF APRIL 13, 1984 AND ON THE RECOMMENDATION OF MR. BRIAN CONACHER, THE ACCEPTANCE OF THE ORGANIZATIONAL STRUCTURE, SCHEDULE "A", OF THE BUSINESS PLAN BE APPROVED.

THAT THE HECFI BOARD OF DIRECTORS EXPRESS ITS CONFIDENCE AND SUPPORT OF BRIAN CONACHER, GENERAL MANAGER OF HECFI.

Preceeding the latter two motions with respect of the 1986 Business Plan, Mr. W. McFarland reviewed the City of Hamilton's document dated February 23, 1984 which, as clarified by Mr. McFarland, outlines a single management structure for Hamilton Place, Hamilton Convention Centre and Copps Coliseum. The report includes proposed organizational charts for the three facilities and for the consolidated structure, all of which had been reviewed and presumably accepted by General Managers Burrows and Penfold. Mr. McFarland also pointed out that upon being hired by the City, Mr. Crane had been made aware of his responsibilities within the proposed Corporation. In summarizing the February 23,

1984 document, Mr. McFarland stated that Mr. Conacher's proposed Business Plan was congruent with that proposed and approved by the City of Hamilton.

2. Date of Next Meeting

It was agreed that a special meeting of the Board of Directors to specifically discuss the marketing plan and budgets of the Business Plan would take place:

Friday, February 28, 1986
10:00 A.M.
Copps Coliseum Board Room

3. Adjournment

MOVED by Mayor Morrow, seconded by Alderman Gallagher that

THE REGULAR SESSION OF THE HECFI BOARD ADJOURN AT 3:50 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

David Braley, Chairman

Patricia Bennett, Secretary

THE CORPORATION OF THE CITY OF HAMILTON
City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

1984 February 23

Alderman Don Gray, Chairman
and Members of the Trade Centre/Arena Advisory Group

Attention: Mr. J. Schatz, Secretary

Gentlemen

At the last meeting of the Advisory Group, February 13, 1984, I presented a report dated February 10, 1984, to illustrate an estimate of the possible dollar savings under a single management structure for Hamilton Place, the Hamilton Convention Centre and the Trade Centre/Arena. After a review of this report by the Advisory Group, I was asked to provide additional information on the position of directors for each facility, and also the Director of Marketing, to illustrate their full responsibility and authority.

Concern was also expressed on the working relationship of the Director of Marketing and the Director of Hamilton Place. From the general discussion, it appeared there might be acceptance to the concept of a combined service centre for maintenance, finance, the box office and food, beverage and concessions. Reservations were expressed in the area of Marketing Sales and Promotion.

The discussion also indicated some confusion with the title of Director of Operations for each facility, and it appeared the title of Manager or General Manager might be more appropriate for these positions.

In accordance with your direction, and based on the above assumptions, I met with Mr. T. Burrows, Manager of Hamilton Place, and Mr. W. Penfold, Manager of the Convention Centre, to review our report of February 10, 1984. I am attaching for your consideration the following schedules on which I would like to offer our comments:

Schedule 1
This schedule was included in the report of February 10, 1984 and formed the basis for estimating the possible dollar savings under the Single Management Structure concept. On Page 2 of this report, under Note 1, it was indicated this Organizational Chart had been developed as a working document and was not intended as a final recommendation for a single organizational structure. From the discussion at your meeting of February 13, 1984, and after our review, it appeared modifications could be made to this proposed Organizational Chart to make it more functional and easier to administer.

Schedule 1 - continued
For ease of presentation of this chart and the following charts, I have drawn lines through the areas to be deleted. In this chart, you will note we are suggesting the title of Director be changed to Manager or General Manager, then this position could assume increased responsibilities. With this in mind, we are suggesting there would be no need for the position of the Director of Maintenance or the Director of Food, Beverage and Concessions. It is our opinion these two areas could be established as a Service Department to provide service to each of the other two facilities, regardless of where the service centre may be located.

Schedule 2
Schedule 2 is presented for your convenience showing a proposed revised Organizational Chart which is similar to Schedule 1 but which is prepared in a different manner for clarity sake.

Schedule 3 - Page 103 of the January report
The January report, Page 103, included an Organizational Chart for Hamilton Place. This Organizational Chart apparently required some revision, and the organizational chart presented to you now is the latest version according to Mr. T. Burrows.

In order to illustrate to you the revised responsibilities under a single structure for the Manager of each facility, I thought it would be easier to present in each case the original Organizational Chart and then, by the use of lines and notes, indicate the revision to the original structure. From this schedule, you will observe the following positions would be deleted, Assistant General Manager, Secretary to the Assistant General Manager, Director of Financial Services, two Publicity Assistants, Assistant Director of Operations, Supervisor of Usherettes, Supervisor of Bar, and a Senior Bookkeeper.

In the original concept, it had been suggested the Box Office might be transferred to the Director of Financial Services. With this revision, we are suggesting the Box Office remain under Hamilton Place as a service centre and are suggesting it may be necessary to create a new position of Box Office Manager.

While the Director of Financial Services will be responsible for all accounting matters, you will observe we have retained the position of Accounting Clerk in the Box Office for the handling of money.

Considerable discussion took place as to the need to retain an advertising publicity person on staff at Hamilton Place. Mr. Burrows was of the opinion, and convinced me, that it was necessary to retain a person on staff with advertising and publicity expertise for this facility, even though there would be a separate division for marketing and publicity. While this person will be reporting to the General Manager, they must also work very closely with the Director of Marketing. For simplicity sake, in the preparation of this chart, the title of Director of Publicity was changed to Advertising and Publicity Assistant. This title, however, can be changed according to the revised responsibilities.

Schedule 4 - Page 104 of the January report
Following the same format as outlined for Schedule 3, you will observe under a single structure the General Manager for the Convention Centre would no longer be responsible for the following positions: Director of Finance, Accounting Supervisor, Clerk Typist - Finance, Purchaser Receiver, Maintenance Supervisor, Sales Manager, as well as Sales Representative and Sales Secretary.

Schedule 5 - Page 105 of the January report
You will recall in my report of January I indicated I was enclosing the Organizational Chart, as prepared by Pannell, Kerr, Forster, Campbell, Sharpe, for discussion purposes. It will still be necessary, when the final management structure for this facility is decided, to prepare a revised Organizational Chart. For discussion purposes and presentation of this report, we are indicating the changes to the charts prepared by Pannell, Kerr, Forster, Campbell, Sharp under the single structure concept. You will observe the positions of Assistant General Manager, Box Office Manager, Box Office Staff, Controller, Accounting Staff, Building Manager and Chief Engineer would be deleted.

In this chart, it was indicated three persons would be employed for security purposes. We are suggesting this could be deleted and these people hired under contract.

In the lower right hand corner you will observe responsibility for General Maintenance has been added with the understanding this area would act as a service centre for all three buildings. We are also suggesting the creation of a new position, Director of Operations, together with a clerk receptionist to be responsible for the technical staff.

Schedule 6 - Page 140 of the January report
For your information and guidance, we are once again including the statement of advantages and disadvantages for the operation as a single management structure. While we are not adding to this list, we do wish to draw to your attention that certain employees in Hamilton Place are under the International Alliance of Theatrical Stage Employees Union (I.A.T.S.E.) The Convention Centre, however, does not employ any union employees. The I.A.T.S.E. union apparently has jurisdiction for theatres, arenas, television shows, movie houses, and exhibition halls. It is our opinion, whether we have a single structure or three separate structures, it may be necessary to employ union people in the Trade Centre/Arena. Under three separate facilities, you may be able to delay this action in the Convention Centre.

Job Descriptions
Attached for your guidance are sample job descriptions for various positions as prepared by the International Association of Auditorium Managers, together with the job description for the General Manager of the Hamilton Convention Centre.

Recommendations

Manager, Trade Centre/Arena Complex

It is unfortunate the title for this position appears to be at some variance. In our original report and the job description prepared by Mr. A. Gillespie, Director of Personnel, the title for the position was stated as Director of Operations. In this report, and during the discussion at your meeting of February 13, 1984, it would appear the title of Manager or General Manager was more easily understood. Regardless of title, the responsibilities should be somewhat similar, and we were of the opinion you should give your immediate attention to the filling of this position.

Director of Marketing

In the original Organizational Chart and the one contained in this report, together with the job descriptions prepared by Mr. Gillespie, reference is made to the position of Director of Marketing. The final organizational structure could possibly have a bearing on the terms of reference for this position, but we would suggest it is important to employ a person in this position at the earliest possible date.

Yours truly

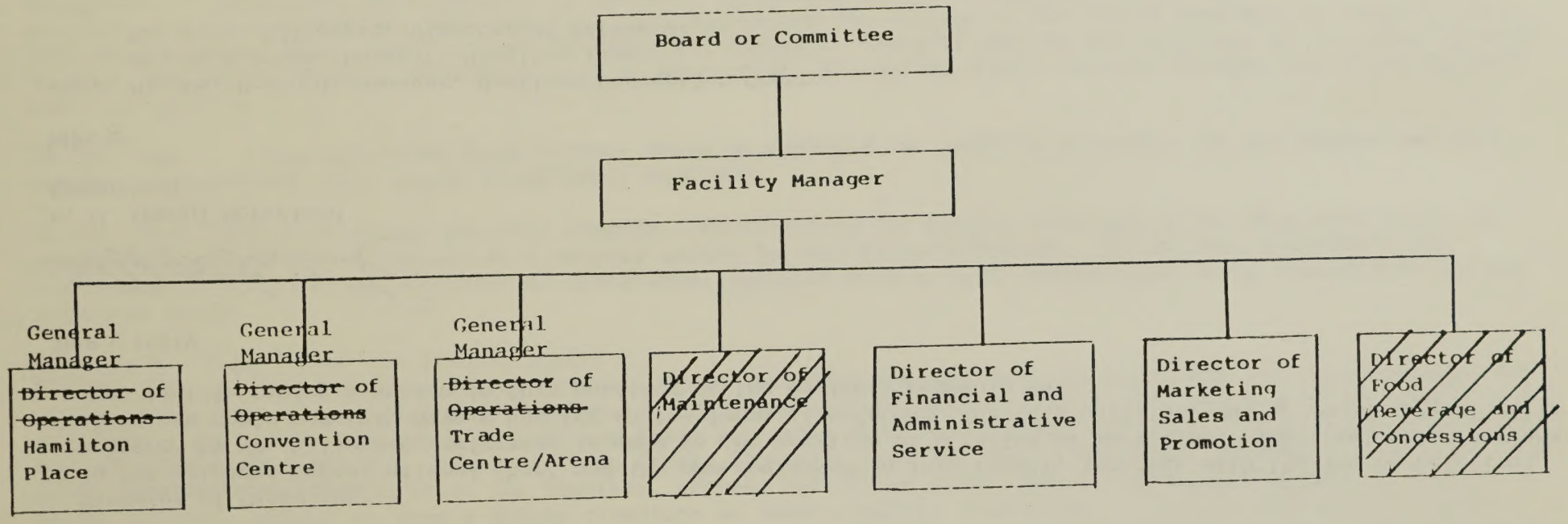
W. H. (Webb) McFarland
Consultant

WM:jg

c.c. Mr. Wm. Penfold, Manager, Hamilton Convention Centre
Mr. T. Burrows, Manager, Hamilton Place
Mr. A. F. Gillespie, Director of Personnel

Schedule 1

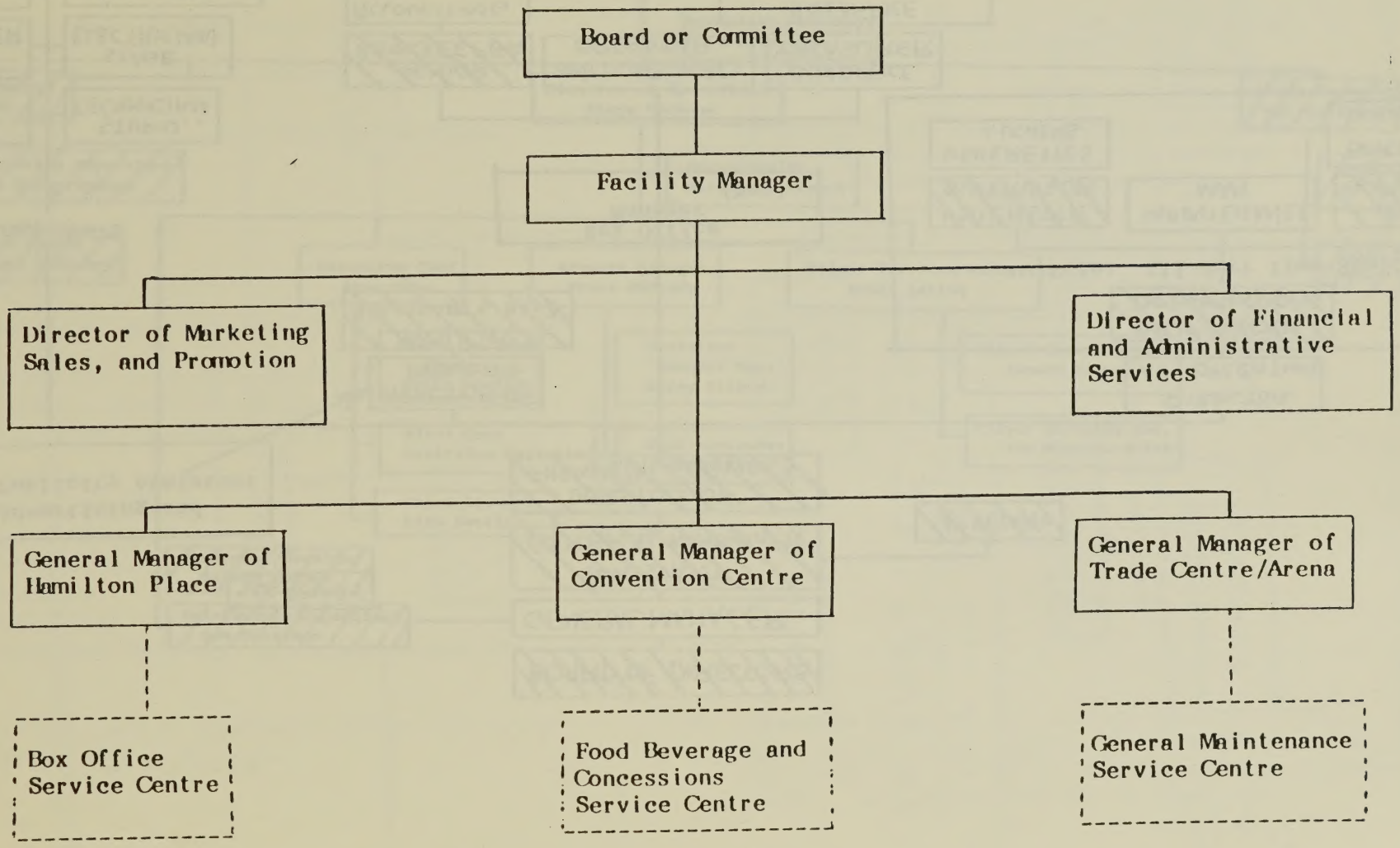
Proposed Organizational Chart
for the Consolidation of
Hamilton Place, Convention Centre and Trade Centre/Arena



Revisions: Establishment of Service Centres for all three facilities.

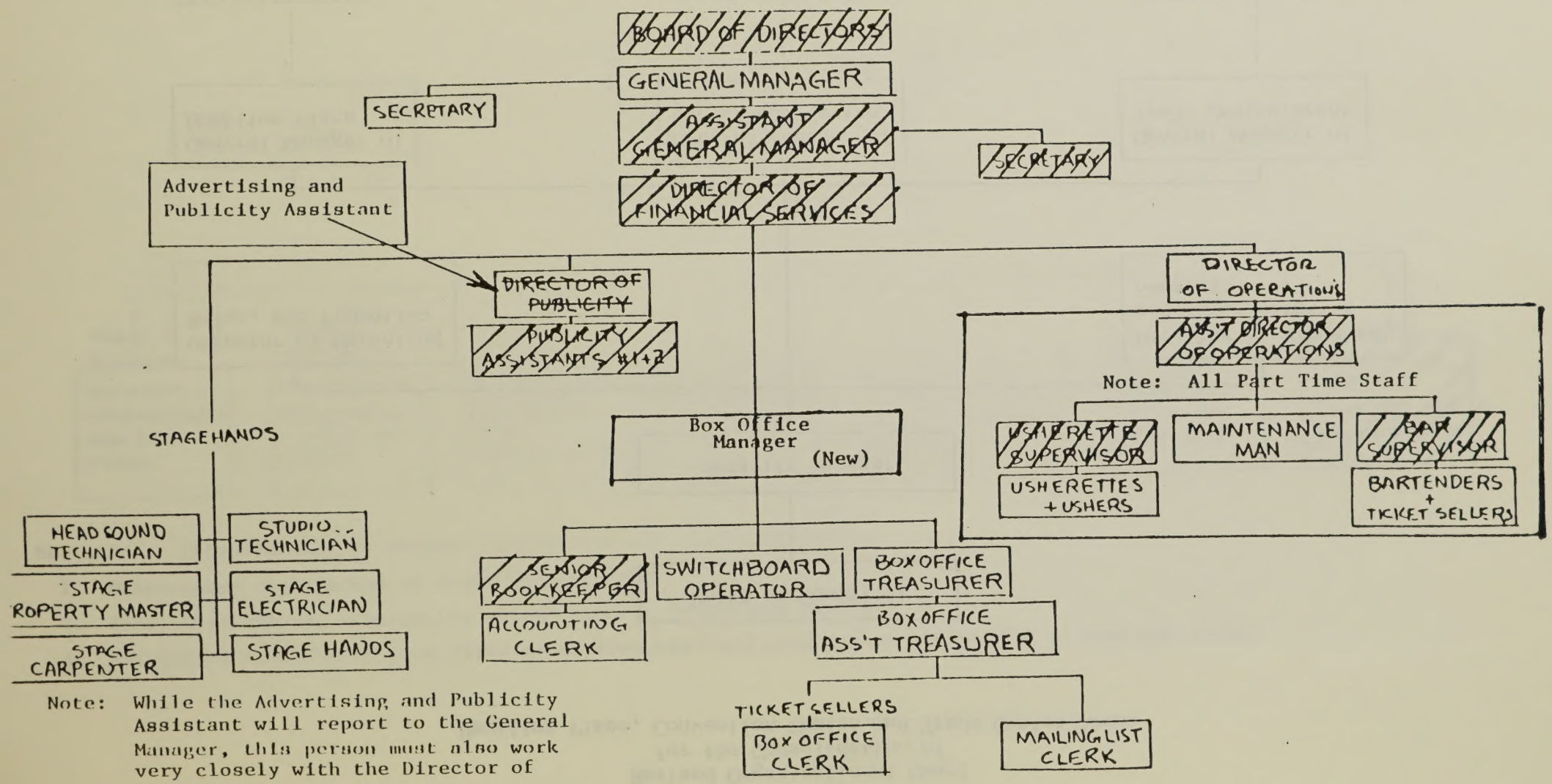
1. Maintenance transferred to Trade Centre/Arena.
2. Food, Beverage and Concessions transferred to Convention Centre.
3. Box Office transferred from Director of Financial and Administrative Service to Hamilton Place.

Revised Organizational Chart for the Consolidation of Hamilton Place, Convention Centre and Trade Centre/Arena



Note: In addition ot their normal duties, each Manager would be responsible for a service centre. The establishment of the three service centres distributes the work load, improves efficiency and eliminates duplication.

Hamilton Place
Revised Organizational Chart
which replaces the Organizational Chart on Page 103 of report

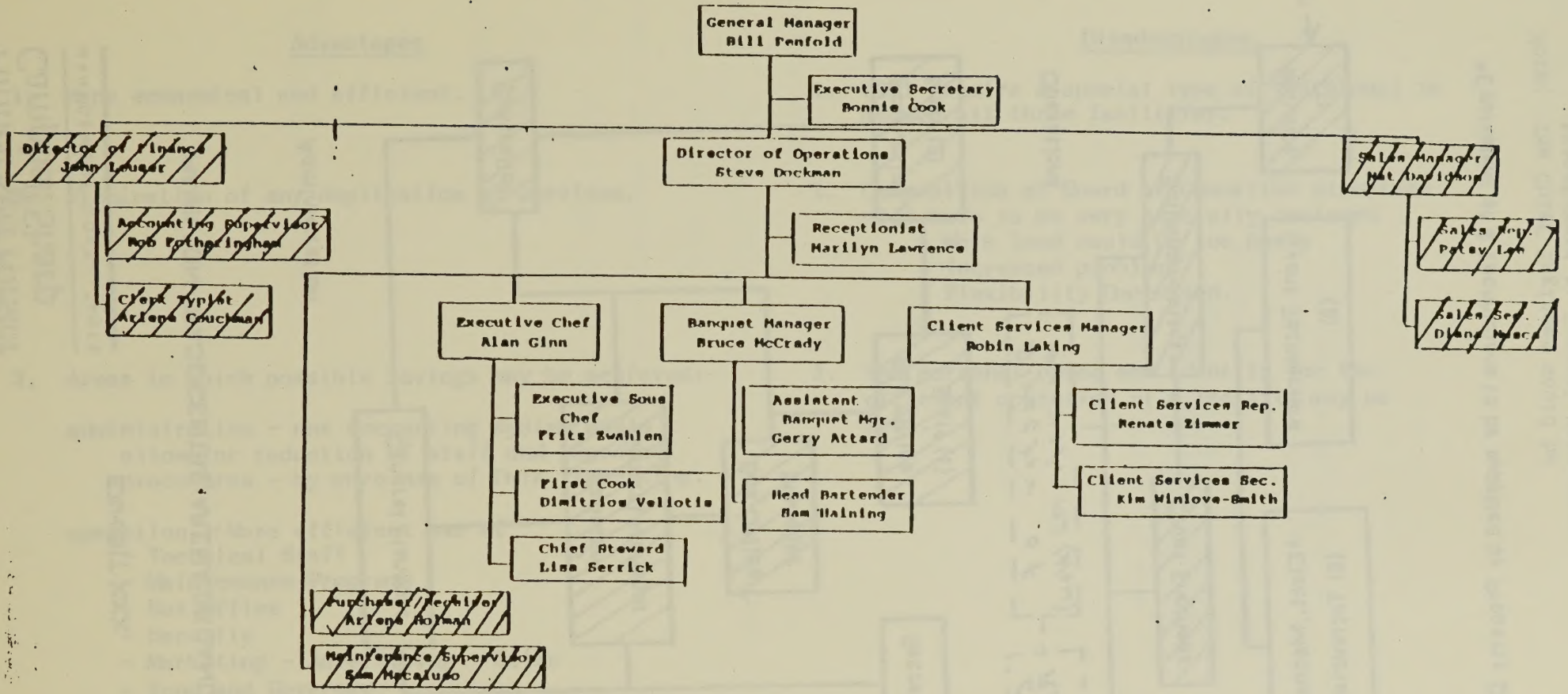


Note: While the Advertising and Publicity Assistant will report to the General Manager, this person must also work very closely with the Director of Marketing.

Schedule 4

HAMILTON CONVENTION CENTRE

ORGANIZATION CHART - PERMANENT STAFF

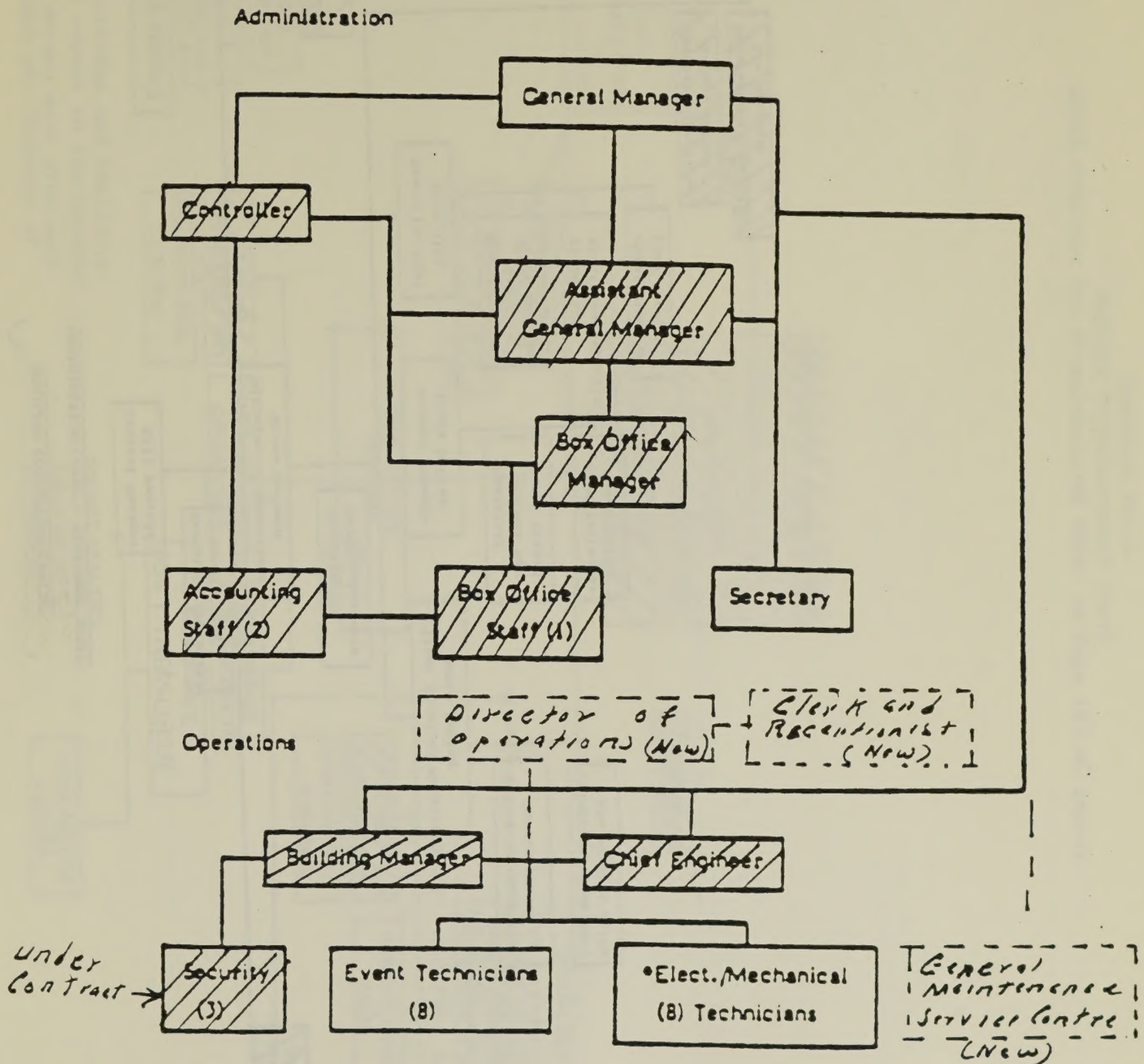


Pannell Kerr Forster
Campbell Sharp

MANAGEMENT CONSULTANTS

EXHIBIT XXX

HAMILTON TRADE CENTRE/ARENA ORGANIZATIONAL CHART



*Equivalent of 8 Technicians to be supplied by Property Department.

Note: The Chief Engineer would be transferred to General Maintenance.

Statement of Advantages and Disadvantages for the Operation as a Single Management Structure

Advantages

1. More economical and efficient.

2. Elimination of any duplication of services.

3. Areas in which possible savings may be achieved:-

   administration - one accounting system would allow for reduction of staff and improved procedures - by more use of Data Processing.

   operation - More efficient use of
   - Technical Staff
   - Maintenance Programs
   - Box Office
   - Security
   - Marketing - Advertising - Sales
   - Food and Beverage.

4. A single management structure allows for better utilization of tax dollars.

5. The marketing of shows under the single management structure would allow for the placement of the show in the most suitable facility.

Disadvantages

1. Will require a special type of individual to manage all three facilities.

2. Composition of Board or Committee structure will have to be very carefully reviewed
   - Work load could be too heavy
   - Increased problems
   - Flexibility Decreased.

3. The personal pride and identity for the efficient operation of a facility may be lost.

4. Hamilton Place is registered as a Charitable Institution which exempts it from the Provincial Amusement Tax of 10% on self or partially promoted shows. This exemption may be lost.

5. The booking of Hamilton Place requires a special expertise.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, February 28, 1986
10:00 A.M.
Copps Coliseum Board Room

AGENDA

1. Chairman's Remarks
2. Proposal : Position Titles for HECFI Senior Management — Attachment 2
3. Approval : 1986 Marketing Plan
4. Approval : 1986 Operating Budgets for HECFI and CUP
5. Approval : 1986 - 1990 Capital Program for HECFI and CUP — Attachment 5
6. Date of Next Meeting
7. Adjournment

Patricia Bennett
Secretary to the Board of Directors

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, February 28, 1986
10:00 A.M.
Copps Coliseum Board Room

MINUTES OF REGULAR SESSION

PRESENT: Mr. David Braley, Chairman of the Board
Alderman B. Hinkley, First Vice-Chairman
Mr. T. Yates, Second Vice-Chairman
Mayor Robert Morrow
Alderman T. Murray
Alderman J. Gallagher
Mr. T. Casey
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Dr. C. Bart
Mr. D. Beattie
Mrs. J. Gowland

ALSO PRESENT: Mr. B. Conacher
Mr. T. Burrows
Mr. W. Penfold
Mr. J. Leuser
Mr. F. Bogden

MEDIA: Mr. D. Estock, The Spectator
Mr. B. Ireland, C.H.C.H. T.V.
Mr. Darryl Harwick, C.H.M.L.

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting; the Secretary confirmed that Board Members had been properly notified and the meeting was duly constitued for business at 10:15 a.m.

2. Proposal : Position Titles for HECFI Senior Management

Following a review of the Managing Director's February 28, 1986 memorandum it was

MOVED by Alderman Gallagher, seconded by Alderman Wheeler that

THE POSITION TITLES FOR THE HECFI SENIOR MANAGEMENT PERSONNEL BE AS FOLLOWS:

BRIAN CONACHER	-	MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER
JOHN LEUSER	-	DIRECTOR OF FINANCE & ADMINISTRATION
FRED BOGDEN	-	DIRECTOR OF MARKETING
TOM BURROWS	-	DIRECTOR OF HAMILTON PLACE THEATRE
BILL PENFOLD	-	DIRECTOR OF HAMILTON CONVENTION CENTRE
JOHN CRANE	-	DIRECTOR OF COPPS COLISEUM

MOTION CARRIED UNANIMOUSLY.

3. Approval : 1986 Marketing Plan

Mr. Hector's February 25, 1986 letter addressed to Mr. D. Braley, was circulated for information. It was clarified that some of the concerns addressed in Mr. Hector's correspondence are addressed in the Business Plan and it was agreed that Mr. Bogden would present the Marketing Plan. Mr. Bogden's opening remarks are documented and attached to the minutes. The Marketing Plan was then reviewed page by page and issues requiring further discussion/clarification noted. Considerable discussion ensued with respect of the jurisdiction of HECFI Marketing; Mayor Morrow recommended that marketing of the three HECFI facilities be co-ordinated so as to encompass the whole of the City of Hamilton. Mr. Bogden recommended a "one-stop-shop" for consumers which would provide information concerning all aspects of the City, Region and the three HECFI facilities but pointed out that both the City and Region must address this issue; HECFI's mandate, as legislated in PR34, refers to HECFI facilities only.

Mayor Morrow left the meeting at 11:00 a.m.

In discussion of programming for Hamilton Place it was

MOVED by Mr. Yates, seconded by Alderman Hinkley that

ADDED TO THE SECOND PARAGRAPH, PAGE 22 OF THE MARKETING PLAN WOULD BE "...IN ADDITION TO OUR BOOKING POLICY WHILE MAINTAINING VARIED AND WELL BALANCED PROGRAMMING ..."

MOTION CARRIED.

Alderman Hinkley left the meeting at 11:15 a.m.

A lengthy discussion took place with respect of promotion and co-promotion of events and the preparedness of HECFI to take financial risk. It was acknowledged that this was an issue requiring further review.

Mr. Casey left the meeting at 11:50 a.m.

The meeting adjourned at 12:05 p.m. for lunch and reconvened at 12:40 p.m.

Discussion of the Marketing Plan was concluded with the recommendation that management, with input from the Board Committees, be instructed to summarize the benefits, goals and objectives, responsibilities, and performance measurement(s) for the three facilities including specific mission statements. It was also recommended that management provide the Board of Directors with a schedule indicating the time in which the various elements will be presented.

4. Approval : 1986 Operating Budgets for HECFI and CUP

Mr. McFarland circulated an extract from draft minutes of the Audit and Finance Committee Meeting of February 26, 1986. It was

MOVED by Mr. McFarland, seconded by Mr. Yates that

THE OPERATING BUDGETS AS PRESENTED FOR REVENUES AND EXPENDITURES FOR THE THREE HECFI FACILITIES WITH THE EXCEPTION OF THE MARKETING BUDGET AND C.U.P. BE APPROVED.

MOTION CARRIED.

MOVED by Mr. McFarland, seconded by Mr. Yates that

THE MAXIMUM MARKETING BUDGET BE ALLOCATED AT $1,292,000.

MOTION CARRIED.

MOVED by Mr. McFarland, seconded by Dr. Bart that

THE CHAIRMAN OF THE BOARD INFORM THE CITY'S FINANCE COMMITTEE OF THE REVISED BUDGET.

MOTION CARRIED.

MOVED by Mr. McFarland, seconded by Dr. Bart that

HECFI ADOPT THE CONCEPT OF CREATING AN EVENT SUBSIDY FUND.

MOTION CARRIED.

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE AMOUNT OF $277,985 REPRESENTING EXCESS REVENUES OF COPPS COLISEUM FOR 1985 BE ALLOCATED TO THE EVENT SUBSIDY FUND.

MOTION CARRIED.

5. Approval : 1986 - 1986 - 1990 Capital Program for HECFI and CUP

Following a review of the budget statements considerable discussion took place with respect of the CUP budgets and the completion dates for the interfacing computer equipment. General Manager John Crane reported that four CUP personnel positions were lost at Hamilton Place with the understanding that the computer equipment would replace the requirement for these positions in that CUP systems would be controlled from a central point. Mr. Crane also reported that there is an element of safety involved in the upgrading of the field computer points. It was agreed that the appropriate budget sheet would be adjusted to accurately reflect the cost savings as a result of the four man savings. It was

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE CAPITAL BUDGETS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. (HECFI), INCLUDING THE CENTRAL UTILITIES PLANT BE APPROVED FOR SUBMISSION TO THE CITY'S CAPITAL BUDGET COMMITTEE.

MOTION CARRIED.

It was clarified that approval of the budget would result in an allocation of funds but that all expenditures would require Board approval.

Mr. Yates recommended that the capital budgets for the three facilities be kept separate and requested that this be given consideration.

It was agreed that the CUP budget, in its present form including the revisions with respect to the manpower savings, would be delivered to the City Treasurer for information purposes.

6. Date of Next Meeting

Friday, March 7, 1986
10:00 A.M.
Copps Coliseum Board Room

7. Adjournment

MOVED by Mr. Cino, seconded by Dr. Bart that

THE MEETING ADJOURN AT 1:40 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

David Bralev, Chairman

Patricia Bennett, Secretary

Mr. F. Bogden's Opening Remarks Regarding the Marketing Plan

THIS MORNING, WE EMBARK ON THE SECOND PHASE OF HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INCORPORATED'S BLUEPRINT FOR THE FUTURE. NOW THAT THE PHILØSOPHICAL APPROACH HAS BEEN CLEARLY DOCUMENTED, IT REMAINS FOR US TO ESTABLISH AN AMBITIOUS AND AGGRESSIVE MARKETING STRATEGY FOR THE THREE COMPONENTS WHICH ARE AT THE HEART OF A REJUVENATED DOWNTOWN CORE.

EVEN THOUGH SOME CRITICS (EVEN NEWSPAPER COLUMNISTS) FIND IT DIFFICULT TO ACCEPT, IT IS AN INDISPUTABLE FACT THAT "MARKETING IS THE LIFEBLOOD OF ANY CORPORATION....EVENT IN THE ARTS....AND IT IS THROUGH MARKETING THAT "LIFEBLOOD" REVENUES ARE GENERATED AND STIMULATED.

IT IS UNFORTUNATE THAT THERE ARE STILL THOSE PEOPLE WHO BELIEVE THAT ANY ART FORM, INCLUDING THE THEATRE AND BALLET, LOSES ITS INTEGRITY WHEN AN EFFORT IS MADE TO INDUCE LARGER NUMBERS OF PEOPLE TO ENJOY IT.

THE HECFI MANDATE IS CLEAR. THE CORPORATION IS CHARGED WITH THE RESPONSIBILITY, ON BEHALF OF THE CITIZENS, OF, AS MR. BRIAN CONACHER PHRASED IT EARLIER, "MINIMIZING THE COST OF ATTAINING THE PRIMARY GOAL OF MAXIMIZING THE USE OF OUR PRODUCT."

THE CITY OF HAMILTON NOW HAS THREE WORLD-CLASS FACILITIES IN THE ARTS AND ENTERTAINMENT, SPORTS AND CONVENTION FIELD: WE MUST AT THIS POINT PRESENT A STRATEGY UTILIZING CLEAR-HEADED BUSINESS PRACTICES, TO ACHIEVE OPTIMUM BENEFIT TO THE COMMUNITY.

THAT THEN IS WHAT IS AT THE HEART OF OUR MANDATE.

WE HAVE TALKED BRIEFLY IN THE PAST OF THE NEW SPIRIT OF PRIDE AND WILLINGNESS TO ACCEPT A CHALLENGE WHICH IS MANIFEST IN HAMILTON. IT STARTED WITH THE BIRTH OF HAMILTON PLACE 13 YEARS AGO .... IT ADVANCED WITH THE INTRODUCTION OF THE CONVENTION CENTRE 5 YEARS AGO AND HAS REACHED AN EXCITING NEW HEIGHT WITH THE EARLY SUCCESS OF COPPS COLISEUM.

HAMILTONIANS HAVE ACCEPTED, WITH A RENEWED SENSE OF PRIDE, THAT THERE IS REAL TRUTH IN OUR NEW SLOGAN --- "HAMILTON HAS IT!"

IT IS OF COURSE NOT ONLY THE TRIPARTITE PACKAGE OF FACILITIES MENTIONED EARLIER. IT IS ALSO THE ART GALLERY, THE ROYAL BOTANICAL GARDENS, THE FOOTBALL HALL OF FAME, THE AFRICAN LION SAFARI.... IT, TOO, MEANS THE MOUNTAIN, AND THE TIGER-CATS.

YES, OF COURSE, THROUGH MARKETING, WE INTEND TO SELL A PRODUCT ... BUT WE ARE ALSO CHARGED WITH PROMOTING ... OUTSIDE OUR CITY ... THE HISTORY ... THE TRADITION ... AND THE SPIRIT OF THE COMMUNITY. CERTAINLY, WE ARE SELLING NOT JUST A PRODUCT BUT THE EXCITEMENT THAT COMES FROM NATIONAL AND INTERNATIONAL ACCLAIM. AS A CITY, WE HAVE TASTED THIS HEADY WINE. NOW, WE WANT MORE.

WHERE THE "VISITOR" OR THE "USER" IS CONCERNED, WE WANT TO BECOME KNOWN AS THE PERFECT HOST. BUT FIRST WE MUST ATTRACT THE "VISITORS" AND THE "USERS".

SO NOW WHAT MUST BE EXAMINED IS ... "WHAT WE HAVE DONE?" AND "WHERE WE ARE GOING?"

WE HAVE A TREMENDOUS SELLING JOB TO DO.

THE ATTENTION DRAWN TO OUR CITY BY THE COPPS COLISEUM IN A FEW SHORT MONTHS HAS GIVEN US NOT ONLY A NEW SENSE OF PURPOSE AND A NEW VITALITY, BUT A BASE ON WHICH TO BUILD FUTURE SUCCESS.

WHERE WE ARE GOING, IN BOTH GENERAL AND SPECIFIC TERMS, MUST NOW BE CLEARLY DEFINED IN OUR BUSINESS AND MARKETING STRATEGY.

THIS IS WHAT I PROPOSE TO BEST MARKET OUR UNIQUE HECFI PACKAGE .....

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, March 7, 1986
10:00 A.M.
Copps Coliseum Board Room

AGENDA

1.	**Chairman's Remarks**	
2.	**Minutes of February 14, 1986**	Attachment 2
	2.1 Errors or Omissions	
	2.2 Motion for Approval	
3.	**Minutes of February 21, 1986**	Attachment 3
	3.1 Errors or Omissions	
	3.2 Motion for Approval	
4.	**Minutes of February 28, 1986**	Attachment 4
	4.1 Errors or Omissions	
	4.2 Motion for Approval	
5.	**Business Arising From the Minutes** (Due to time restraints all Business Arising will be raised at a future meeting)	
6.	**Managing Director's Report**	
	6.1 **Corporate**	
	6.1.1 The Hamilton Performing Arts Foundation Inc.	Attachment 6.1.1
	6.2 **Copps Coliseum**	
	6.2.1 N.H.L. Negotiating Committee Status	Verbal
	6.3 **Hamilton Convention Centre**	
	6.4 **Hamilton Place Theatre**	
	6.4.1 Hamilton Place Committee Report of February 10, 1986	Attachment 6.4.1

6.5 **Audit & Finance Committee**

6.5.1	Audit & Finance Committee First Report of February 19, '86	Attachment 6.5.1
6.5.2	Audit & Finance Committee Second Report of February 26, '86	Attachment 6.5.2
6.5.3	Audit & Finance Committee Third Report of March 4, '86	Attachment 6.5.3

7. **Other Business**

8. **Adjournment**

9. **Date of Next Meeting**

Friday, April 4, 1986
10:00 A.M.
Copps Coliseum Board Room

Patricia Bennett
Secretary to the Board
March 4, 1986

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, March 7, 1986
10:00 A.M.
Copps Coliseum Board Room

MINUTES OF REGULAR SESSION

PRESENT: Mr. David Braley, Chairman of the Board
Alderman B. Hinkley, First Vice-Chairman
Mr. T. Yates, Second Vice-Chairman
Alderman T. Murray
Alderman R. Wheeler
Alderman J. Gallagher
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Dr. C. Bart
Mrs. J. Gowland

ALSO PRESENT: Mr. B. Conacher
Mr. T. Burrows
Mr. J. Crane
Mr. W. Penfold
Mr. J. Leuser
Mr. F. Bogden

MEDIA: Mr. B. Ireland, C.H.C.H. T.V.
Mr. L. Meyer, C.H.M.L.
Ms. P. Priegert, The Spectator

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting. The Secretary confirmed that Board Members had been properly notified and the meeting was duly constituted for business.

In-Camera Motions

The following motions were carried during the In-Camera session:

THE MINUTES OF FEBRUARY 14, 1986 BE APPROVED AS AMENDED.

THE MINUTES OF FEBRUARY 21, 1986 BE APPROVED AS AMENDED.

THE AUDIT & FINANCE COMMITTEE BE AUTHORIZED TO CALL FOR PROPOSALS FOR A SALARY REVIEW ON COMPARABLE POSITIONS IN RELATED INDUSTRIES EFFECTIVE JANUARY 1, 1986.

2. Minutes of February 14, 1986

2.1 Errors or Omissions

The minutes should be noted that although Aldermen Murray and Gallagher were absent for a portion of the meeting their attendance should be recorded as being present.

2.2 Motion for Approval

MOVED by Alderman Wheeler, seconded by Alderman Gallagher that

THE FEBRUARY 14, 1986 MINUTES BE APPROVED AS AMENDED.

MOTION CARRIED.

3. Minutes of February 21, 1986

3.1 Errors or Omissions

Page 2, Mr. McFarland's comments in discussion of the proposed organizational charts for the three facilities, should read "...had been reviewed and presumably accepted by General Managers Burrows and Penfold." It was further clarified that Mr. Penfold had concurred, Mr. Burrows expressed reservations.

3.2 Motion for Approval

MOVED by Mr. Cino, seconded by Mr. Yates that

THE FEBRUARY 21, 1986 MINUTES BE APPROVED AS AMENDED.

MOTION CARRIED.

4. Minutes of February 28, 1986

4.1 Errors or Omissions

Page 3, Discussion of the Marketing Plan should read "...recommendation that management, with input from the Board Committees, be instructed to prepare a Mission Statement for HECFI as a whole and to summarize the benefits, goals and objectives, responsibilities, and performance measurement(s) for the three facilities."

4.2 Motion for Approval

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE FEBRUARY 28, 1986 MINUTES BE APPROVED AS AMENDED.

MOTION CARRIED.

5. Business Arising From the Minutes

To Be Raised At Future Meetings

6. Managing Director's Report

6.1 Corporate

6.1.1 The Hamilton Performing Arts Foundation Inc.

Following review and discussion of Mr. Burrows' March 5, 1986 memo it was

MOVED by Dr. Bart, seconded by Mr. Cino that

THE HAMILTON PERFORMING ARTS FOUNDATION INC. AND TRADE CENTRE/ARENA FOUNDATION INC. BE CONTINUED AS LEGAL ENTITIES; LOGISTICS WITH RESPECT TO FOUNDATION MEMBERSHIP TO BE DETERMINED AT A LATER DATE.

MOTION CARRIED.

MOVED by Mr. Hector, seconded by Mr. Yates that

THE BOARD CONCUR WITH THE COMPLETION OF APPLICATION FOR FUNDING FOR THE SUPPORT OF THE SUMMER PROGRAMMING THROUGH THE HAMILTON PLACE FOUNDATION.

MOTION CARRIED.

6.2 Copps Coliseum

6.2.1 N.H.L. Negotiating Committee Status

Mr. Conacher provided an update with respect of the committee which was struck to screen/negotiate with potential N.H.L. promoters. Membership included the Mayor, Messrs. Braley, Jaggard, Gray and Conacher. Mr. Conacher advised that HECFI should provide every possible assistance to prospective groups who are willing to seek an N.H.L. team. In this regard a screening committee is required and suggested that the committee be kept relatively small (Mr. Conacher advised that

some groups will only meet with small groups, demand confidentiality and sometimes will not meet with a politician present). Alderman Murray expressed the opinion that because the use of Copps Coliseum was a criteria in the negotiations, the Chairman of the Copps Coliseum Committee should be involved. It was

MOVED by Alderman Wheeler, seconded by Mr. Cino that

MEMBERSHIP ON THE N.H.L. NEGOTIATING COMMITTEE INCLUDE:

HECFI Chairman of the Board
HECFI First Vice-Chairman
HECFI Second Vice-Chairman
The Mayor
Chairman, Copps Coliseum Committee
Managing Director/Chief Executive Officer

MOTION CARRIED.

6.3 Hamilton Convention Centre

6.4 Hamilton Place Theatre

6.4.1 Hamilton Place Committee Report of February 10, 1986

MOVED by Mr. Hector, seconded by Mr. Cino that

THE MINUTES OF THE FEBRUARY 10, 1986 HAMILTON PLACE COMMITTEE BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6.5 Audit & Finance Committee

6.5.1 Audit & Finance Committee First Report of February 19, 1986

Following review of item number one (1) of the A & F Report regarding the retention of a law firm it was

MOVED by Alderman Gallagher, seconded by Alderman Wheeler that

A CALL FOR PROPOSAL BE DEVELOPED FOR RETENTION OF A LEGAL FIRM FOR HECFI'S LEGAL SERVICES.

MOTION CARRIED.

Following review of the remaining report it was

MOVED by Mr. McFarland, seconded by Dr. Bart that

THE BOARD APPROVE THE AUDIT & FINANCE COMMITTEE FIRST REPORT (FEBRUARY 19, 1986) AND ENDORSES THE FOLLOWING RECOMMENDATIONS:

THAT THE COPPS COLISEUM COMMITTEE BE AUTHORIZED AND DIRECTED TO FORMULATE A PROMOTIONAL EVENT/CONTEST WITH RESPECT TO COPPS COLISEUM SIMILAR TO THAT WHICH WAS HELD AT THE CONVENTION CENTRE UPON REACHING THE ONE-MILLIONTH PERSON IN ATTENDANCE;

THAT THE TERMS OF REFERENCES FOR THE AUDIT/FINANCE COMMITTEE BE APPROVED;

THAT THE BOARD OF DIRECTORS, FOR THE INTERIM, CONSIDER AUTHORIZING THE AUDIT/FINANCE COMMITTEE TO RECEIVE AND REPORT TO THE BOARD ON ADMINISTRATIVE POLICY MATTERS (PERSONNEL, PURCHASING, ETC.) THAT ARE COMMON TO ALL THREE FACILITIES;

THAT HAMILTON PLACE'S CAPITAL IMPROVEMENT SURCHARGE FUND CONTINUE TO BE SEGREGATED IN A SEPARATE CAPITAL RESERVE ACCOUNT HELD BY THE CITY TO BE USED EXCLUSIVELY FOR THE MAINTENANCE AND UPKEEP OF HAMILTON PLACE;

THAT $278,000 OF THE 1985 UNEXPENDED MUNICIPAL CONTRIBUTION OF $555,985 FOR COPPS COLISEUM BE ALLOCATED AS A SOURCE OF FUNDING IN THE 1986 OPERATING BUDGET OF HECFI;

THAT THE BALANCE OF $277,985 OF THE 1985 UNEXPENDED MUNICIPAL CONTRIBUTION OF $555,985 FOR COPPS COLISEUM BE TRANSFERRED TO CITY ACCOUNT NO. 0321-0162 PARKING FEE REDUCTIONS FOR VISITORS TO HAMILTON, WHICH ALREADY HAS A 1986 BUDGET APPROPRIATION OF $50,000;

THAT CITY ACCOUNT NO. 0321-0162 BE RENAMED "SPECIAL EVENTS SUBSIDY FUND;

THAT HAMILTON PLACE'S RESERVE FOR INNOVATIVE PROGRAMMING BE RESTORED TO ITS ORIGINAL AMOUNT OF $75,000 BY A TRANSFER OF $56,263 FROM HAMILTON PLACE'S 1985 UNEXPENDED MUNICIPAL CONTRIBUTION AND THAT NO RESERVE FUNDS BE SPENT WITHOUT PRIOR APPROVAL OF THE BOARD;

THAT THE UNEXPENDED MUNICIPAL CONTRIBUTIONS FOR HAMILTON PLACE AND THE CONVENTION CENTRE BE EARMARKED, WITH INTEREST EARNED, FOR FUTURE CAPITAL PROJECTS AND HELD BY THE CITY IN THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.'S CAPITAL RESERVE FUND.

MOTION CARRIED.

For the Board's information the Consolidated Unaudited Results for HECFI, the year ended December 31, 1985, were received; as well, background documentation was received with respect to capital requests for the provision of safety devices for the roof structure in Copps Coliseum and additional signage; both of which were forwarded to the City's Executive Committee meeting of February 20, 1986.

6.5.2 Audit & Finance Committee Second Report of February 26, 1986

Following review of the Second Report it was

MOVED by Mr. McFarland, seconded by Dr. Bart that

THE BOARD APPROVE THE AUDIT & FINANCE COMMITTEE SECOND REPORT (FEBRUARY 26, 1986) AND ENDORSES THE FOLLOWING RECOMMENDATION:

THAT THE VACATION, TIME-OFF-IN-LIEU AND OVERTIME POLICY, AS AMENDED BE APPROVED.

MOTION CARRIED.

6.5.3 Audit & Finance Committee Third Report of March 4, 1986

Following review of the Audit & Finance Committee Third Report it was

MOVED by Mr. McFarland, seconded by Dr. Bart that

THE BOARD APPROVE THE AUDIT & FINANCE THIRD REPORT (MARCH 4, 1986) AND ENDORSES THE FOLLOWING RECOMMENDATIONS:

THAT THE 1986 OPERATING BUDGET FOR THE CENTRAL UTILITIES PLANT BE APPROVED;

THAT THE RECOMMENDATION RELATIVE TO THE PURCHASE OF TWO PORTABLE BASKETBALL BACKSTOPS FROM SORENSON - CHRISTIAN INDUSTRIES IN THE AMOUNT OF $18,004.00 U.S., PLUS EXCHANGE WITH FEDERAL AND PROVINCIAL SALES TAXES BE APPROVED.

MOTION CARRIED.

7. Other Business

8. Adjournment

The Regular Session of the meeting adjourned at 11:05 a.m.

TAKEN AS READ AND APPROVED:

David O. Braley, Chairman

Patricia Bennett, Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, April 4, 1986
10:00 A.M.
Copps Coliseum Board Room

AGENDA

1.	**Chairman's Remarks**	
2.	**Minutes of March 7, 1986**	Attachment 2
2.1	Errors or Omissions	
2.2	Motion for Approval	
3.	**Business Arising From the Minutes**	
3.1	Victor K. Copps Bust	Attachment 3.1
3.2	Liability Insurance : Update	Attachment 3.2
3.3	Time Schedule - Marketing Plan : Update	Attachment 3.3
3.4	Report - Cost Savings as a Result of Centralization	Attachment 3.4
4.	**Committee Reports/Minutes**	
4.1	Audit & Finance Committee Fourth Report	Attachment 4.1
4.1.1	Audit & Finance Committee Minutes February 19, 26 and March 4, 1986	Attachment 4.1.1
4.2	Copps Coliseum First Report	Attachment 4.2
4.3	Hamilton Convention Centre First Report	Attachment 4.3
4.4	Hamilton Place First Report	Attachment 4.4
5.	**Report From Managing Director/Chief Executive Officer**	
5.1	Proposal Call for Legal Services	Attachment 5.1
5.2	Letter From City Solicitor's Office Regarding HECFI Personnel Policies & Procedures	Attachment 5.2
5.3	Additional Cost of Basketball Floor	Attachment 5.3
5.4	Request for Use of Copps Coliseum by the Lawfield Minor Hockey Association	Attachment 5.4

6. **New Business**

7. **Other Business**

8. **Date of Next Meeting**

9. **Adjournment**

Patricia Bennett
Secretary to the Board
April 1, 1986

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, April 4, 1986
10:00 A.M.
Copps Coliseum Board Room

MINUTES OF REGULAR SESSION

PRESENT:	Mr. David Braley, Chairman of the Board Alderman B. Hinkley, First Vice-Chairman Mr. T. Yates, Second Vice-Chairman Mayor Robert Morrow Alderman T. Murray Alderman R. Wheeler Alderman J. Gallagher Mr. S. Cino Mr. D. Hector Mr. W. McFarland Mr. D. Beattie Mr. T. Casey Mrs. J. Gowland
REGRETS:	Dr. C. Bart
ALSO PRESENT:	Mr. B. Conacher Mr. T. Burrows Mr. J. Crane Mr. W. Penfold Mr. J. Leuser Mr. F. Bogden Ms. P. Bennett
MEDIA:	Mr. B. Ireland, C.H.C.H. T.V. Mr. L. Meyer, C.H.M.L.

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting. The Secretary confirmed that Board Members had been properly notified and the meeting was duly constituted for business.

Board Members expressed concern at not receiving the agenda packages in sufficient time to properly review the documentation. The Board Secretary apologized for the lateness of delivery of the packages and advised that reorganization of the Committee meeting dates may have to occur in order to achieve an earlier package delivery; every

effort will be made to ensure that packages are received in accordance with Bill Pr 34 - 48 hours prior to the board meeting.

For the information of the Board, Mrs. Dolores Raycroft of the Hamilton Convention Centre, modelled a sample black and white uniform; one which is being proposed to replace the brown and beige uniforms currently in use at the Hamilton Convention Centre. Mr. Penfold explained that black and white are the colors traditionally worn by food service personnel and the Convention Centre would therefore like to make the transition.

The Board Chairman announced that in the March 7th, 1986 issue of Performance Magazine, Copps Coliseum was rated 4th in attendance for the week, 4th in gross for the week and 3rd in gross (year to date).

In-Camera Motions

The following motions were carried during the In-Camera session:

THE MINUTES OF MARCH 7, 1986 BE APPROVED.

THE NEGOTIATING TEAM, ON BEHALF OF HAMILTON PLACE (MESSRS. CONACHER, BURROWS AND LEUSER), BE AUTHORIZED TO PROCEED WITH THE NEGOTIATIONS OF THE NEW CONTRACTS WITH I.A.T.S.E., LOCAL 129, AND THE HAMILTON MUSICIANS' GUILD.

THE HECFI BOARD HAS NO OBJECTION TO CONNAUGHT AND MAPLE LEAF TICKET AGENCIES NEGOTIATING AN AGREEMENT WITH B.A.S.S. ON A NON-EXCLUSIVE BASIS.

MANAGEMENT BE DIRECTED TO INVESTIGATE THE TELEPHONE SYSTEM AT COPPS COLISEUM AND FURTHER THAT IT BE DETERMINED WHETHER PROBLEMS ARE WITH THE EQUIPMENT OR WITH PERSONNEL.

2. Minutes of March 7, 1986

2.1 Errors or Omissions

It was noted that "Regrets" should be recorded.

2.2 Motion for Approval

MOVED by Mayor Morrow, seconded by Mrs. Gowland that

THE MARCH 7, 1986 MINUTES BE APPROVED.

MOTION CARRIED.

3. Business Arising From the Minutes

3.1 Victor K. Copps Bust

The Board reviewed Mr. Conacher's April 2nd memorandum; following a brief discussion it was

MOVED by Alderman Hinkley, seconded by Alderman Murray that

THE COMMISSIONING OF THE VICTOR K. COPPS BUST BE CO-ORDINATED BY THE COPPS COLISEUM COMMITTEE; AND THAT THE COMMITTEE LIAISE WITH THE PARKS AND RECREATION SPECIAL SUBCOMMITTEE; AND THAT THE COMMITTEE'S MANDATE INCLUDE THE CALL FOR PROPOSAL; AND THAT A FINAL RECOMMENDATION BE MADE TO THE HECFI BOARD OF DIRECTORS.

MOTION CARRIED.

3.2 Liability Insurance : Update

The Board received for information Mr. Conacher's April 2nd memorandum. During the discussion it was stressed that potential users of the government assisted program be made aware that the assistance is not just an "availability pool" which clients can access at a lower rate; and as well that sufficient lead time for obtaining insurance coverage be taken into consideration when booking events.

3.3 Time Schedule - Marketing Plan : Update

The Board received for information Mr. Conacher's April 2nd memorandum advising that the Time/Action Plan will be circulated to the HECFI Board of Directors as soon as it is complete.

3.4 Report - Cost Savings as a Result of Centralization

The Board received for information Mr. Conacher's April 2nd memorandum advising that this report will be provided to the Board of Directors as soon as it is complete. Board Members requested that this report be made available to Board Members at the next Board Meeting.

4. Committee Reports/Minutes

4.1 Audit & Finance Committee Fourth Report

MOVED by Mr. McFarland, seconded by Mr. Cino that:

THE BOARD APPROVE THE AUDIT & FINANCE COMMITTEE FOURTH REPORT (March 24, 1986) AND ENDORSES THE FOLLOWING RECOMMENDATIONS:

> THAT THE 1985 DRAFT AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PLACE CONVENTION CENTRE, INC. AND THE HAMILTON PERFORMING ARTS CORPORATION, INC. BE APPROVED;
>
> THAT THE JOB INFORMATION QUESTIONNAIRE FOR THE POSITION OF CLERK/TYPIST FOR THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE AUTHORIZED AND CLASSIFIED AS AN E-2 POSITION (1985 RATE), $15,581.80, $16,204.24, $16,786.64 PER ANNUM, SUBJECT TO THE SALARY STUDY; AND THAT THE POSITION BE POSTED INTERNALLY BY THE ACTING DIRECTOR OF PERSONNEL OF THE CITY OF HAMILTON AND IN THE EVENT THAT A SUITABLE CANDIDATE CANNOT BE SELECTED FROM WITHIN ORGANIZATIONS OF THE CITY OF HAMILTON, INCLUDING HECFI, THAT THE ACTING DIRECTOR OF PERSONNEL BE AUTHORIZED TO ADVERTISE THE POSTING OUTSIDE;
>
> THAT A PERMANENT, FULL-TIME SALES ACCOUNT EXECUTIVE FOR THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE AUTHORIZED AND CLASSIFIED IN THE CONVENTION CENTRE'S SALARY CATEGORY 106 (1985 RATE), $22,205.04, $23,352.16, $24,498.76, $25,645.36, $26,687.96, SUBJECT TO THE SALARY STUDY; AND THAT THE POSITION BE POSTED INTERNALLY BY THE ACTING DIRECTOR OF PERSONNEL OF THE CITY OF HAMILTON AND IN THE EVENT THAT A SUITABLE CANDIDATE CANNOT BE SELECTED FROM WITHIN ORGANIZATIONS OF THE CITY OF HAMILTON, INCLUDING HECFI, THAT THE ACTING DIRECTOR OF PERSONNEL BE AUTHORIZED TO ADVERTISE THE POSTING OUTSIDE;
>
> THAT THE JOB INFORMATION QUESTIONNAIRE ATTACHED AS SCHEDULE "D" HEREIN FOR THE POSITION OF SECRETARY TO THE DIRECTOR OF MARKETING FOR THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE AUTHORIZED AND RATED IN

SALARY SCHEDULE 111 AS A SECRETARY A POSITION (1985 RATE), $22,089.60, $22,843.60, $23,769.20, $24,823.24, $26,038.48 PER ANNUM, SUBJECT TO THE SALARY STUDY; AND THAT THE POSITION BE POSTED INTERNALLY BY THE ACTING DIRECTOR OF PERSONNEL OF THE CITY OF HAMILTON AND IN THE EVENT THAT A SUITABLE CANDIDATE CANNOT BE SELECTED FROM WITHIN ORGANIZATIONS OF THE CITY OF HAMILTON, INCLUDING HECFI, THAT THE ACTING DIRECTOR OF PERSONNEL BE AUTHORIZED TO ADVERTISE THE POSTING OUTSIDE;

THAT THE SIGNING OFFICERS FOR CHEQUES ISSUED BY THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE AUTHORIZED AS REQUIRING SIGNATURES FROM TWO (2) OF THE MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER, THE DIRECTOR OF FINANCE AND ADMINISTRATION AND THE COMPTROLLER OR ONE OF THE ABOVE, AND ONE OF THE CHAIRMAN OF THE BOARD OF DIRECTORS, THE VICE-CHAIRMEN OF THE BOARD OF DIRECTORS, THE DIRECTORS OF MARKETING, HAMILTON CONVENTION CENTRE, HAMILTON PLACE AND COPPS COLISEUM, THE ASSISTANT DIRECTOR OF HAMILTON PLACE, THE EVENTS PLANNING MANAGER OF COPPS COLISEUM AND THE OPERATIONS MANAGER OF THE HAMILTON CONVENTION CENTRE;

THAT THE PURCHASE OF A PORTABLE ELEVATING WORK PLATFORM FROM CAPITAL EQUIPMENT INC., HAMILTON, ONTARIO, IN THE TOTAL AMOUNT OF $36,492.35 BE APPROVED;

THAT THE PURCHASE OF A BACK-UP ICE RESURFACER FROM FRANK J. ZAMBONI CO. LTD., BRANTFORD, ONTARIO, IN THE TOTAL AMOUNT OF $30,955.10 BE APPROVED.

MOTION CARRIED.

The Committee, as well as the Board, received the following for information:

i) the Proposal Call for an Employee Compensation Study;
ii) letter dated March 23, 1986 from Michael G. Collyer, C.A., of Spicer MacGillivray;
iii) the Operating Results of Copps Coliseum for the year ended December 31, 1985;
iv) the Consolidated 1986 Unaudited Results for HECFI;
v) the 1986 Unaudited Results for C.U.P.;
vi) a draft report from the Hamilton Convention Centre Committee.

During discussion of the Committee report it was agreed that the Audit & Finance Committee report should be addressed at the conclusion of the other Committee reports.

4.1.1 Audit & Finance Committee Minutes
February 19, 26 and March 4, 1986

MOVED by Mr. McFarland, seconded by Mr. Cino that

THE AUDIT & FINANCE COMMITTEE MINUTES OF FEBRUARY 19, 26 AND MARCH 4, 1986 BE ACCEPTED.

MOTION CARRIED.

4.2 Copps Coliseum First Report

Alderman Murray presented the Copps Coliseum First Report (March 11, 1986) and it was

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE BOARD APPROVE THE COPPS COLISEUM FIRST REPORT OF MARCH 11, 1986 AND ENDORSE THE FOLLOWING RECOMMENDATION:

> **THAT THE DIRECTOR OF MARKETING PRESENT A RECOMMENDATION TO THE NEXT MEETING OF THE COPPS COLISEUM COMMITTEE INCORPORATING SUGGESTIONS FROM COMMITTEE MEMBERS ON THE ACTIVITIES ASSOCIATED WITH THE ONE-MILLIONTH PERSON TO ENTER COPPS COLISEUM.**

MOTION CARRIED.

For the information of the Committee and the full Board the following was reported:

i) a Wall of Fame housed in the lobby of Copps Coliseum displaying photographs of notable Hamilton hockey figures and teams will be reviewed;
ii) a status report will be received at the next committee meeting with respect to the electronic exterior sign.

4.3 Hamilton Convention Centre First Report

Mr. Yates presented the Hamilton Convention Centre First Report (March 25, 1986). It was noted that the meeting was held after Audit & Finance held its meeting and therefore, the full Board would review issues, item by item.

4.3.1 Contract for Laundering and Dry Cleaning

MOVED by Alderman Gallagher, seconded by Mr. Beattie that

THE BOARD APPROVE THE RETENTION OF WRIGHT'S CITY LAUNDRY AND WRIGHT'S CLEANERS AS THE CONTRACTOR FOR LAUNDERING AND DRY CLEANING OF TABLE LINENS AT THE CONVENTION CENTRE FOR A THREE YEAR PERIOD COMMENCING DECEMBER 1985 AND CONCLUDING NOVEMBER 30, 1988.

MOTION CARRIED.

4.3.2 Hamilton Convention Centre Uniforms

MOVED by Mr. Yates, seconded by Alderman Hinkley that

THE BOARD APPROVE THE RENTAL OF UNIFORMS FROM CANADIAN LINEN SUPPLY FOR A THREE YEAR TERM COMMENCING DECEMBER 1985 AND CONCLUDING NOVEMBER 30, 1988.

MOTION CARRIED.

It was clarified that the proposed black, white and red uniforms were for wait and bar staff only and that porter/steward staff would retain the traditional brown/beige uniforms.

4.3.3 Employee of the Month Award

During discussion of this recommendation it was agreed that such a programme should be incorporated by all three facilities and it was therefore agreed that all Committees would be requested to consider the programme and report to the Board.

4.3.4 Chester Waxman Roast - Donated Wine

MOVED by Alderman Gallagher, seconded by Mr. Yates that

THE BOARD APPROVE THE SERVING OF DONATED WINE AND LIQUEURS AT THE CHESTER WAXMAN ROAST TO BE HELD APRIL 12, 1986.

MOTION CARRIED.

It was clarified that approval would not represent a precedent.

4.3.5 Baseball Team Donation

MOVED by Alderman Gallagher, seconded by Mr. Yates that

THE BOARD APPROVE THE ALLOCATION OF $300 TO THE HAMILTON CONVENTION CENTRE BASEBALL TEAM TOWARDS EXPENSES TO BE INCURRED DURING THE 1986 SEASON.

MOTION CARRIED.

4.3.6 Terms of Reference - HCC Committee

MOVED by Mr. Yates, seconded by Mr. Beattie that

THE BOARD APPROVE THE TERMS OF REFERENCE AS PRESENTED.

MOTION CARRIED.

4.4 Hamilton Place First Report

Mr. Hector presented the Hamilton Place First Report (March 13, 1986) and it was

MOVED by Mr. Hector, seconded by Mr. Cino that

THE BOARD ACCEPT THE HAMILTON PLACE COMMITTEE FIRST REPORT (MARCH 13,1986).

MOTION CARRIED.

Item #1 of the report with respect to the negotiating team of HECFI and the contracts of I.A.T.S.E. and the Hamilton Musicians Guild was discussed during the In-Camera portion of the meeting; the Board's decision is recorded in #1 of these minutes.

Information items include:

i) a review of programming;
ii) January/February Show Results;
iii) Planning for NEW FACES '86.

5. Report From Managing Director/Chief Executive Officer

5.1 Proposal Call for Legal Services

Following review of the Managing Director/CEO's April 2nd memorandum and a brief discussion it was

MOVED by Alderman Hinkley, seconded by Alderman Murray that

THE BOARD APPROVE THE DRAFT CALL FOR PROPOSAL; THAT NOTICE OF THE PROPOSAL CALL BE ADVERTISED IN THE APRIL 1986 HAMILTON LAW ASSOCIATION NEWSLETTER AND THE SPECTATOR; AND THAT THE PROCESS BE FORWARDED TO THE CITY'S EXECUTIVE COMMITTEE FOR APPROVAL.

MOTION CARRIED.

Mayor Morrow left the meeting at 11:30 a.m.

5.2 Letter From City Solicitor's Office Regarding HECFI Personnel Policies & Procedures

Following review of Managing Director/CEO's April 2nd memorandum it was

MOVED by Mr. McFarland, seconded by Mayor Morrow that

THE SALARY STUDY AS RECOMMENDED BY THE AUDIT & FINANCE COMMITTEE BE APPROVED BY THE HECFI BOARD AND FORWARDED TO THE EXECUTIVE COMMITTEE FOR APPROVAL AND THAT THE CHIEF ADMINISTRATIVE OFFICER OF THE CITY OF HAMILTON BE SO INFORMED.

MOTION CARRED.

MOVED by Mr. McFarland, seconded by Mayor Morrow that

THE VACATION, TIME-OFF-IN-LIEU AND OVERTIME POLICY BE APPROVED BY THE HECFI BOARD AND FORWARDED TO THE EXECUTIVE COMMITTEE FOR APPROVAL; AND THAT THE CHIEF ADMINISTRATIVE OFFICER OF THE CITY OF HAMILTON BE SO INFORMED.

MOTION CARRIED.

5.3 Additional Cost of Basketball Floor

The Board reviewed the Director of Finance and Administration's April 1st memorandum outlining the background with respect to the necessity of paying the additional sum of $10,500.00 for the purchase of the Horner Flooring Company. It was

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE ADDITIONAL SUM OF $10,500.00 REPRESENTING DUTY CHARGES AND THE APPLICABLE FEDERAL SALES TAXES AT 11% BE AUTHORIZED FOR THE PURCHASE OF THE PORTABLE BASKETBALL FLOOR FROM HORNER FLOORING COMPANY; AND THAT THE EXECUTIVE COMMITTEE BE SO INFORMED.

MOTION CARRIED.

5.4 Request for Use of Copps Coliseum by the Lawfield Minor Hockey Association

The Board reviewed the Managing Director/CEO's April 2nd memorandum. Mayor Morrow suggested that at least one day per year be set aside at Copps Coliseum for use by the Minor Hockey Association(s). It was

MOVED by Alderman Gallagher, seconded by Alderman Murray that

THE COPPS COLISEUM COMMITTEE ADDRESS THIS ISSUE WITH A SUBSEQUENT REPORT MADE TO THE BOARD OF DIRECTORS.

MOTION CARRIED.

6. New Business

7. Other Business

8. Date of Next Meeting

Friday, May 2, 1986
10:00 A.M.

9. Adjournment

MOVED by Alderman Wheeler, seconded by Alderman Murray that

THE MEETING ADJOURN AT 12:35 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

David Braley, Chairman of the Board

Patricia Bennett, Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, May 9, 1986
10:00 A.M.
Copps Coliseum Board Room

AGENDA

1.	**Chairman's Remarks**	
2.	**Minutes of April 4, 1986**	Attachment 2
	2.1 Errors or Omissions	
	2.2 Motion for Approval	
3.	**Business Arising From the Minutes**	
	3.1 Revision to Marketing Plan	Attachment 3.1
	3.2 Cost Savings As A Result of HECFI	Attachment 3.2
	3.3 Status of Directorates of Two Foundations	Attachment 3.3
	3.4 Revisions to Copps Coliseum Telephone System	Attachment 3.4
	3.5 Report on Additional Cost of Basketball Floor for Copps Coliseum	Attachment 3.5
	3.6 Complimentary and House Ticket Policies for Copps Coliseum	Attachment 3.6
4.	**Report by Managing Director/C.E.O.**	Attachment 4
5.	**Committee Reports/Minutes**	
	5.1 Copps Coliseum Committee Second Report	Attachment 5.1
	5.1.1 Copps Coliseum Committee Minutes of March 11,1986 (for information)	Attachment 5.1.1

5.2	Hamilton Place Committee Second Report	Attachment 5.2
	5.2.1 Hamilton Place Committee Minutes of April 10, 1986 (for information)	Attachment 5.2.1
5.3	Hamilton Convention Centre Second Report	Attachment 5.3
	5.3.1 Hamilton Convention Centre Committee Minutes of March 25, 1986 (for information)	Attachment 5.3.1
5.4	Audit & Finance Committee Fifth Report	Attachment 5.4
	5.4.1 Audit & Finance Committee Minutes of March 24, 1986 (for information)	Attachment 5.4.1

6. New Business

6.1	Special Event Subsidy Fund	Attachment 6.1
6.2	Ad Agency Proposal Call	Attachment 6.2

7. Other Business

8. Date of Next Meeting

Friday, June 13, 1986
10:00 A.M.
Copps Coliseum Board Room

9. Adjournment

Patricia Bennett
Secretary to the Board of Directors
May 2, 1986

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, May 9, 1986
10:00 A.M.
Copps Coliseum Board Room

MINUTES OF REGULAR SESSION

PRESENT: Mr. David Braley, Chairman of the Board
Alderman B. Hinkley, First Vice-Chairman
Mayor Robert Morrow
Alderman T. Murray
Alderman R. Wheeler
Alderman J. Gallagher
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Mr. D. Beattie
Mr. T. Casey
Mrs. J. Gowland
Dr. C. Bart

REGRETS: Mr. T. Yates

ALSO PRESENT: Mr. B. Conacher
Mr. T. Burrows
Mr. J. Crane
Mr. W. Penfold
Mr. J. Leuser
Mr. F. Bogden
Ms. P. Bennett
Mr. R. Boychuk

MEDIA: Mr. B. Ireland, C.H.C.H. T.V.
Mr. L. Meyer, C.H.M.L.
Miss P. Priegert, The Spectator

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting. The Secretary confirmed that Board Members had been properly notified and the meeting was duly constituted for business.

The order of business was revised to accommodate those Board Members having to leave the meeting early. The first item discussed was

6.1 Special Event Subsidy Fund

The Managing Director's May 1, 1986 memorandum recommending the establishment of policies and procedures of the Special Events Subsidy Fund by the HECFI Board was reviewed. It was agreed that further discussion should be held In-Camera in order to review the requests which have already been made to the fund. It was

MOVED by Alderman Hinkley, seconded by Mr. McFarland that

THE IN-CAMERA SESSION BE CONVENED. (10:30 a.m.)

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

THE ISSUE OF THE AUTHORITY AND CONTROL OF THE SPECIAL EVENTS SUBSIDY FUND BE CLARIFIED BY THE CITY'S EXECUTIVE COMMITTEE.

THE AUDIT & FINANCE COMMITTEE DEVELOP POLICIES AND PROCEDURES FOR EXPENDITURE FROM THE HECFI SPECIAL EVENTS SUBSIDY FUND.

THE EXPENDITURE OF $30,000. FOR THE BID PROCESS FOR THE 1990 MEN'S WORLD BASKETBALL CHAMPIONSHIPS BE APPROVED AND ALLOCATED FROM THE HECFI MARKETING BUDGET.

THE HECFI BOARD APPROVE CREDITING THE HAMILTON PLACE 1986 OPERATING BUDGET WITH $21,000. FROM THE SPECIAL EVENTS SUBSIDY FUND TO RECOVER THE RENTAL FOR THE CANADIAN INTERNATIONAL ANIMATION FESTIVAL INC. SEPTEMBER 29 - OCTOBER 4, 1986.

THE HECFI BOARD REIMBURSE THE HAMILTON CONVENTION CENTRE THE AMOUNT OF $11,910. FROM THE SPECIAL EVENTS SUBSIDY FUND TO RECOVER THE RENTAL FOR THE LIBERAL PARTY CONVENTION MARCH 21 - 23, 1986.

THE REQUEST FOR HPO FUNDING FROM THE SPECIAL EVENT SUBSIDY FUND BE REFERRED TO THE AUDIT & FINANCE COMMITTEE.

THE NORM MARSHALL CONTRACT RENEWAL BE REFERRED TO THE AUDIT & FINANCE COMMITTEE.

THE APRIL 4, 1986 IN-CAMERA MINUTES BE APPROVED.

THE HAMILTON CONVENTION CENTRE IN-CAMERA MARCH 25, 1986 MINUTES BE ACCEPTED.

2. Minutes of April 4, 1986

Following review of the minutes it was

MOVED by Alderman Wheeler, seconded by Alderman Gallacher that

THE APRIL 4, 1986 MINUTES BE APPROVED AS CIRCULATED.

MOTION CARRIED.

3. Business Arising From the Minutes

3.1 Revision to Marketing Plan

Following a brief discussion it was

MOVED by Alderman Wheeler, seconded by Mr. Beattie that

THE HECFI REVISED MARKETING PLAN BE REFERRED TO THE HAMILTON PLACE, HAMILTON CONVENTION CENTRE AND COPPS COLISEUM COMMITTEES FOR REVIEW AND RECOMMENDATION(S) TO BE FOLLOWED BY A SPECIAL MEETING OF THE BOARD.

MOTION CARRIED.

Dr. Bart opposed the motion.

3.2 Cost Savings as A Result of HECFI

The Managing Director's April 30th memo which included copies of the HECFI Organizational Charts was reviewed by the Board of Directors. Discussion of the report included a suggestion that C.U.P. staffing should have either been included in the 1984 projections or deleted from the 1986 summary in order to properly balance the report. It was

MOVED by Alderman Wheeler, seconded by Alderman Gallagher that

THE REPORT, HECFI ORGANIZATIONAL CHARTS AND PROJECTED COST SAVING AS A RESULT OF CENTRALIZATION UNDER HECFI BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.3 Status of Directorates of Two Foundations

The Managing Director's April 30th memorandum was reviewed by the Board. During discussion it was clarified that these two Foundations are not under the jurisdiction of HECFI but rather

separate, legal entities. Considerable discussion took place with respect to the possible discontinuance of current citizen members of both Foundations; however, it was suggested that interested citizens may be invited to sit on special committees of the Foundations from time to time. Mr. Russ Boychuk, current member of the Hamilton Arena/Trade Centre Foundation, was invited to speak. Mr. Boychuk expressed his concern at possibly being requested to resign from the Foundation after having had significant input and as well, in not having the opportunity to further pursue the 150 corporations which had been previously corresponded with in respect of making a possible donation. It was clarified that the ultimate decision would be that of the Corporation of the City of Hamilton's as both Foundations were struck as a result of a City By-Law.

Alderman Hinkley left the meeting at 12:35 p.m.

It was

MOVED by Alderman Murray, seconded by Dr. Bart that

THE DIRECTORSHIPS OF THE HAMILTON PERFORMING ARTS FOUNDATION INC. AND THE HAMILTON ARENA/TRADE CENTRE FOUNDATION INC. BE THE SAME AS THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MOTION CARRIED.

Mr. Beattie and Alderman Wheeler opposed the motion.

3.4 Revisions to Copps Coliseum Telephone System

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE MAY 5TH, 1986 REPORT FROM THE DIRECTOR OF COPPS COLISEUM REGARDING THE STATUS OF IMPROVEMENTS TO THE COPPS COLISEUM TELEPHONE SYSTEM BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.5 Report on Additional Cost of Basketball Floor for Copps Coliseum

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE MAY 1ST, 1986 REPORT FROM THE DIRECTOR OF COPPS COLISEUM REGARDING THE EXTRA COSTS ASSOCIATED WITH THE PURCHASE OF THE PORTABLE BASKETBALL FLOOR BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3.6 Complimentary and House Ticket Policies for Copps Coliseum

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE MANAGING DIRECTOR'S MAY 9TH, 1986 MEMORANDUM ENCLOSING THE HECFI COMPLIMENTARY TICKET AND HOUSE TICKET POLICY AND PROCEDURE FOR COPPS COLISEUM BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Report by Managing Director/C.E.O.

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE MAY 9TH, 1986 REPORT FROM THE MANAGING DIRECTOR BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.1 Copps Coliseum Committee Second Report

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE BOARD APPROVE THE COPPS COLISEUM SECOND REPORT (April 8, 1986) AND ENDORSES THE FOLLOWING RECOMMENDATIONS:

THAT THE TERMS OF REFERENCE REPORT, AS AMENDED, BE APPROVED;

THAT THE DIRECTOR OF MARKETING'S REPORT DATED 1986 APRIL 4TH REGARDING THE ONE-MILLIONTH PERSON:COPPS COLISEUM BE RECEIVED FOR INFORAMTION;

THAT THE REPORT ENTITLED STATUS OF BUILDING SIGNAGE PROGRAMME SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM BE RECEIVED FOR INFORMATION;

THAT A SUBCOMMITTEE BE ESTABLISHED TO INVESTIGATE FAMOUS HAMILTON SPORT FIGURES AND TEAMS AND THAT ALDERMAN JOHN GALLAGHER AND MR. DUNCAN BEATTIE BE APPOINTED TO THE SUBCOMMITTEE;

THAT THE COPPS COLISEUM COMMITTEE ASK INTERESTED ART PEOPLE TO SUBMIT EXAMPLES OF WORKS TO THAT COMMITTEE, WHO IN TURN, WILL MAKE A RECOMMENDATION TO THE EXECUTIVE COMMITTEE;

THAT WITH THE EXCEPTION OF ONE FREE DAY A YEAR FOR MINOR HOCKEY, COPPS COLISEUM WILL NOT BE AVAILABLE FOR RECREATIONAL HOCKEY;

THAT NO FUTURE MUD BOG EVENTS BE HELD IN COPPS COLISEUM.

MOTION CARRIED.

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED TO OBTAIN PRICES FOR THOSE ITEMS DOCUMENTED IN THE 1986 CAPIAL PROJECTS REPORT.

MOTION CARRIED.

Items received for information include:

i) a report regarding the Copps Coliseum Telephone System to be forthcoming from the Director of Copps Coliseum;
ii) night police foot patrols on the Jackson Square plaza have been requested in order to prevent further graffiti;
iii) a meeting with Volume Services Inc. will be arranged to discuss various complaints;
iv) event booking confirmation(s) will be forwarded to members of the Copps Coliseum Committee.

5.1.1 Copps Coliseum Committee Minutes of March 11, 1986

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE MINUTES OF MARCH 11, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.2 Hamilton Place Committee Second Report

MOVED by Mr. Hector, seconded by Dr. Bart that

THE BOARD APPROVE THE HAMILTON PLACE SECOND REPORT (April 25, 1986) AND ENDORSES THE FOLLOWING RECOMMENDATIONS:

THAT THE AMENDED POLICY AND PROCEDURE FOR "HOUSE TICKETS" IN HAMILTON PLACE BE APPROVED AND THAT THIS POLICY BE DISTRIBUTED TO THE MEMBERS OF CITY COUNCIL;

THAT THE AMENDED TERMS OF REFERENCE BE APPROVED.

MOTION CARRIED.

Items received for information include:

i) copies of the April 17th and 18th correspondence to I.A.T.S.E. and the Hamilton Musicians Guild from the Director of Hamilton Place inviting negotiations to commence, were received for information;
ii) the Director of Hamilton Place provided update, verbal, reports with respect to NEW FACES '86 and Balanced Programming;
iii) the Unaudited Financial Statements for the Period Ending March 31, 1986 and the Summarized Consolidated Operating Statement for all three facilities were received for information.

5.2.1 Hamilton Place Committee Minutes of April 10, 1986

MOVED by Mr. Hector, seconded by Dr. Bart that

THE HAMILTON PLACE COMMITTEE MINUTES OF APRIL 10, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.3 Hamilton Convention Centre Second Report

MOVED by Alderman Wheeler, seconded by Mr. Beattie that

THE BOARD APPROVE THE HAMILTON CONVENTION CENTRE SECOND REPORT (April 24, 1986) AND ENDORSES THE FOLLOWING RECOMMENDATIONS:

THAT HCC MANAGEMENT BE DIRECTED TO PROCEED TO DETERMINE THE IMPLICATIONS, COST AND REVENUE, PERTAINING TO THE MANAGEMENT OF THE DUNDURN CASTLE RESTAURANT AND COMPILE A RECOMMENDATION FOR CONSIDERATION BY THE HAMILTON CONVENTION CENTRE COMMITTEE AT ITS NEXT REGULAR MEETING;

THAT HCC INSTALL STRIP LIGHTING IN CHEDOKE HALL AND ROOMS 201, 202 AND 203 AT A SUM NOT TO EXCEED $11,000;

THAT THE DIRECTOR OF HCC BE DIRECTED TO INVESTIGATE AND DETERMINE THE FEASIBILITY OF SERVING FOOD AND BEVERAGE ON THE PEDESTRIAN BRIDGE OVER KING STREET WEST AND IN THE

PLAZA AREA TO THE WEST OF HAMILTON PLACE AND THE CONVENTION CENTRE, IN ORDER TO ENHANCE THE ATTRACTION OF HAMILTON FOR VISITORS TO THE CITY;

THAT ITEM (D) OF THE TERMS OF REFERENCE OF THE HCC, APPROVED BY THE BOARD OF DIRECTORS AT ITS MEETING HELD APRIL 4, 1986, BE AMENDED TO READ:
"(d) RECOMMEND TO THE AUDIT/FINANCE COMMITTEE FOR APPROVAL ALL OPERATIONAL EXPENSES AND CAPITAL EXPENDITURES OVER $10,000."

MOTION CARRIED.

Items received for information include:

(i) The Director's March Report;
(ii) Correspondence;
(iii) Report:Alternative Audio Services for HCC;
(iv) Odour and Bacteria Control System Update;
(v) Change in Dates of Committee Meetings to last Friday of each month;
(vi) Summary of Revenue & Expenditures for HCC - March, 1986;
(vii) Sales Report;
(viii) Client Evaluation Forms.

5.3.1 Hamilton Convention Centre Commitee Mintues of March 25, 1986.

MOVED by Alderman Wheeler, seconded by Mr. Beattie that

THE HCC COMMITTEE MINUTES OF MARCH 25, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5.4 Audit & Finance Committee Fifth Report

MOVED by Mr. McFarland, seconded by Mr. Hector that

THE BOARD APPROVED THE AUDIT & FINANCE COMMITTEE FIFTH REPORT AND ENDORSES THE FOLLOWING RECOMMENDATIONS:

THAT THE AUDIT & FINANCE COMMITTEE PROVIDE THE HECFI BOARD WITH A COPY OF THE BALANCE SHEET AND FINANCIAL SUMMARIES OF OPERATIONS FOR EACH DIVISION OF HECFI AND THAT THE DETAILED FINANCIAL STATEMENTS BE PROVIDED UPON REQUEST;

THAT THE AUDIT/FINANCE COMMITTEE PROVIDE THE HECFI BOARD WITH A ONE-PAGE SUMMARY OF THE CUP FINANCIAL STATEMENT AND THAT THE DETAIL BE PROVIDED UPON REQUEST;

THAT MANAGEMENT PERIODICALLY RECOMMEND TO THE AUDIT & FINANCE COMMITTEE REALLOCATIONS OF THE HECFI AND CUP OPERATING BUDGETS PROVIDED THAT THE REALLOCATIONS ARE WITHIN THE TOTAL ALLOCATED MUNICIPAL CONTRIBUTION OF EACH FACILITY/DEPARTMENT;

THAT THE HECFI BOARD APPROVE CREDITING THE HAMILTON PLACE 1986 OPERATING BUDGET WITH $21,000 FROM THE SPECIAL EVENTS SUBSIDY FUND IN ORDER THAT THE CITY OF HAMILTON MAY HOST THE ANNUAL CANADIAN INTERNATIONAL ANIMATION FESTIVAL, TO TAKE PLACE SEPTEMBER 29 - OCTOBER 4, 1986 AT HAMILTON PLACE.

MOTION CARRIED.

Items received for information include:

(i) Unaudited Operating Results of HECFI for the three month period ended March 31, 1986;
(ii) Unaudited Operating Results of the CUP for the three month period ended March 31, 1986;
(iii) Report outlining procedure for request for funds for capital projects by Local Boards.

5.4.1 Audit & Finance Committee Minutes of March 24, 1986

MOVED by Mr. McFarland, seconded by Mr. Hector that

THE AUDIT & FINANCE COMMITTEE MINUTES OF MARCH 24, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. New Business

6.1 Special Event Subsidy Fund

Discussed as the opening agenda item.

6.2 Ad Agency Proposal Call

Deferred to the next meeting.

7. Other Business

Nil

8. Date of Next Meeting

Special Meeting of the Board to Discuss the Marketing Plan to be Arranged.

Regular Meeting : Friday, June 13, 1986
10:00 A.M.
Copps Coliseum Board Room

9. Adjournment

MOVED by Alderman Wheeler, seconded by Dr. Bart that

THE MEETING ADJOURN AT 1:15 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

David Braley, Chairman

Patricia Bennett, Secretary

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, June 6, 1986
8:30 A.M.
Copps Coliseum Board Room

MINUTES OF SPECIAL MEETING

PRESENT: Mr. David Braley, Chairman of the Board
Alderman B. Hinkley, First Vice-Chairman
Mr. T. Yates, Second Vice-Chairman
Alderman T. Murray
Alderman R. Wheeler
Alderman J. Gallagher
Mr. S. Cino
Mr. D. Hector
Mr. W. McFarland
Mrs. J. Gowland

REGRETS: Mayor Robert Morrow
Mr. T. Casey
Mr. D. Beattie
Mr. W. McFarland

ALSO PRESENT: Mr. B. Conacher
Mr. J. Leuser
Mr. T. Burrows
Mr. J. Crane
Mr. W. Penfold
Mr. F. Bogden
Ms. P. Bennett

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting. The Secretary confirmed that Board Members had been properly notified and the meeting was duly constituted for business.

2. HECFI Marketing Plan January 1, to December 31, 1986

The Chairman invited the Director of Marketing to open discussion regarding the revised Marketing Plan. Mr. Bogden advised that the revised Marketing Plan had been reviewed by the Hamilton Place, Hamilton Convention Centre and Copps

Coliseum Committees and that all revisions recommended by the Committees have been included. It was agreed that the Marketing plan would be discussed section by section with Board Members raising any specific queries they may have.

Hamilton Place

Mr. Hector opened discussion by stated that activity levels are quite high; that the concern is with respect to attendance. Alderman Hinkley expressed concern that events should be spread in the three facilities; that patrons are not attending Hamilton Place for a number of reasons and that management should be establishing the reasons followed by the development of a targeted marketing plan to introduce Hamilton Place to the general public. Alderman Hinkley suggested that a survey be taken to find out why and how to better encourage people to patronize Hamilton Place. The Alderman further suggested that Hamilton Place could be made more comfortable and pleasing (having to gulp down drinks during intermission was cited as an area needing improvement). The addition of another component such as the Nobile Lounge was suggested as a way to encourage patron attendance.

Alderman Murray stated that more and better advertising was required; that the local market should be flooded with advertising describing positive aspects of Hamilton Place.

Alderman Hinkley left the meeting at 8:55 a.m.

Alderman Wheeler strongly recommended that appropriate signage describing events was required and that "showmanship" is necessary in the promotion of the three facilities. The Spectator and T.V. were the most appropriate venues to accommodate the advertising requirements and it was recommended that management endeavour to negotiate special rates.

Alderman Gallagher suggested that a marquee advertising coming attractions be considered. Mr. Burrows advised that the need for better signage was recognized long ago but available funding was not available.

Hamilton Convention Centre

Alderman Murray indicated that his only concern was a lack of paper in the washrooms during conventions and that he had heard complaints in this regard. Alderman Gallagher commended staff at the Centre as being professional and providing excellent service.

Mr. Bogden's concerns regarding the booking policy with respect to weddings and receptions was allayed by the Chairman who pointed out that the mandate was clear in that convention and meeting business is to be the main marketing thrust but that it was recognized it would take time to make the transition.

Mr. Conacher advised that of the sixteen federally assisted convention centres in Canada the Hamilton Convention Centre had the lowest deficit last year and that the Federal Government is no longer funding convention centres.

A discussion regarding the booking of events took place; it was clarified by Mr. Bogden that every effort is made to accommodate potential conventions in the consideration of moving events, alternate locations, etc. but that in some cases the event is lost because of prior bookings.

Alderman Wheeler advised that feedback he has received indicated visitors to the City commended the Royal Connaught and it was agreed that (perhaps through the Mayor's Office) a letter of commendation could be sent to the hotel.

Alderman Wheeler suggested Board Member participation in some of the memberships HECFI will subscribe to, i.e. Variety Club.

Copps Coliseum

A typographical error was noted on page 47; the amount recorded in "Average Seat Sale/Group per Event" should be 13,545.

Mr. Bogden stated that the section dealing with Copps Coliseum was a little more philosophical then the sections dealing with the other two facilities but that emphasis is on a strong sales approach for Copps Coliseum.

It was pointed out that a major weakness of the Coliseum is the space limitation for trade shows; the ceiling is too low and there are too many pillars. Management is investigating the adjustment of some of the stairwells which may provide additional support space. The automobile show scheduled for the fall will test the facilities' accommodation of a trade and exhibit show. It was clarified that only one event at a time can be at the Coliseum, irrespective of how much space is used by the promoter.

Mr. Conacher advised that if chairs are damaged during an event, the promoter assumes the replacement costs.

Closing Statements - Chairman of the Board

The Chairman advised that he is prepared to endorse the Marketing Plan as a starting point; the need for a two year and five year plan issued on an annual basis was recognized.

Mr. Braley suggested that signage should be located at the main traffic flow(s) doubling as directional signs to the facilities and advertising future and current attractions. Alderman Murray suggested the use of HECFI owned billboards.

The Chairman queried the correctness of the measuring sticks; were they cost effective (?), compliant with the goals and objectives(?) and stated that an assessment in a year or two was required. The report emphasized public relations but did not clarify the responsibility for selling and closing, nor did it refer to the quality of product. As well, Mr. Braley suggested that the research and background data for Hamilton Place and Copps Coliseum be strengthened over the next year.

It was agreed that the second paragraph on page twelve should be rewritten to reflect a more positive philosophy. It was suggested that advertising should include positive captions from visitors and dignitaries.

Upon reviewing the documentation of the Hamilton Place advance booking commitments, the Chairman stated that the area of subsidization, types of events, etc. requires analysis.

Expenditure of large amounts of advertising dollars for international ads was questioned; Mr. Braley endorsed the direct mail and approach method.

It was

MOVED by Mr. Yates, seconded by Alderman Wheeler that

THE REVISED MARKETING PLAN JANUARY 1 TO DECEMBER 31, 1986 BE APPROVED; AND THAT A MARKETING PLAN FOR YEARS TWO AND FIVE BE DEVELOPED AND PRESENTED ANNUALLY.

MOTION CARRIED.

3. Advertising Agency Proposal Call

Following review of Mr. Bogden's May 6, 1986 memo, it was

MOVED by Alderman Wheeler, seconded by Alderman Gallagher that

THE BOARD OF DIRECTORS APPROVE THE PROPOSAL CALL FOR AN ADVERTISING AGENCY FOR THE PROVISION OF AD-HOC ADVERTISING SERVICES TO HECFI (SUPPLEMENTED SUBJECT TO AVAILABILITY OF THE EXISTING "HAMILTON PLACE" IN-HOUSE PUBLIC RELATIONS AND PROMOTIONS STAFF); and

THAT THE HECFI BOARD APPOINT THE SUCCESSFUL AGENCY ON AN EFFECTIVE DATE. THE TERM OF THE AGREEMENT SHALL COMMENCE FROM THE EFFECTIVE DATE AND SHALL CONTINUE IN FULL FORCE AND EFFECT UNTIL TERMINATED BY EITHER PARTY UPON WRITTEN NOTICE OF SUCH INTENTION GIVEN 90 DAYS IN ADVANCE; and

THAT THE CIRCULATION OF THE CALL FOR PROPOSAL EMBRACE ALL CERTIFIED AGENCIES IN THE PROVINCE OF ONTARIO.

MOTION CARRIED.

4. Date of Regular Meeting

The time of the regular Board Meetings will be discussed at the next regularly scheduled meeting, June 13, 1986, 10:00 a.m.

5. Adjournment

MOVED by Alderman Wheeler, seconded by Alderman Gallagher that

THE MEETING ADJOURN AT 10:00 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

_____
David Braley, Chairman

_____
Patricia Bennett, Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, June 13, 1986
10:00 A.M.
Copps Coliseum Board Room

AGENDA

1.	**Chairman's Remarks**	
2.	**Minutes of May 9, 1986**	Attachment 2
2.1	Errors or Omissions	
2.2	Motion for Approval	
3.	**Minutes of June 6, 1986**	Attachment 3
3.1	Errors or Omissions	
3.2	Motion for Approval	
4.	**Business Arising From the Minutes**	
4.1	Status of Directorates of Two Foundations	Attachment 4.1
4.2	Status of Special Event Subsidy Fund	Attachment 4.2
5.	**Report by Managing Director/CEO**	Attachment 5
6.	**Committee Reports/Committees**	
6.1	Copps Coliseum Committee Third Report	Attachment 6.1
6.1.1	Copps Coliseum Committee Minutes of April 8, 1986	Attachment 6.1.1
6.2	Hamilton Place Committee Third Report	Attachment 6.2
6.2.1	Hamilton Place Committee Minutes of April 25, 1986	Attachment 6.2.1
6.3	Hamilton Convention Centre Third Report	Attachment 6.3
6.4	Hamilton Convention Centre Fourth Report	Attachment 6.4
6.4.1	Hamilton Convention Centre Committee Minutes of April 24, 1986	Attachment 6.4.1
6.5	Audit & Finance Committee Sixth Report	Attachment 6.5
6.5.1	Audit & Finance Committee Minutes of April 29, 1986	Attachment 6.5.1

7. New Business

7.1	May 29, 1986 Correspondence from The Ministry of Citizenship and Culture Regarding the Billy Sherring Commemorative Plaque	Attachment 7.1
7.2	May 27, 1986 Correspondence from Alderman Shirley Collins Regarding Advance Promotion of Events at Copps Coliseum	Attachment 7.2
7.3	91st Highlanders Request	Attachment 7.3
7.4	HSR Transportation Proposal	Attachment 7.4

8. Other Business

9. Date of Next Meeting

July 11, 1986
Discussion of Time of Future Regular Meetings

10. Adjournment

Patricia Bennett
Secretary to the Board of Directors
June 9, 1986

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, September 12, 1986
9:00 A.M.
Copps Coliseum Board Room

AGENDA

1.	**Chairman's Remarks**	
2.	**Minutes of August 15, 1986**	Attachment 2
2.1	Errors or Omissions	
2.2	Motion for Approval	
3.	**Business Arising From the Minutes**	
3.1	Update on Status of Admission Sales Tax Exemption	Attachment 3.1
3.2	Update : HECFI Foundations	Verbal
3.3	Report : Copps Coliseum Floor	Attachment 3.3
4.	**Committee Reports/Minutes**	
4.1	Copps Coliseum Committee Sixth Report	Attachment 4.1
4.1.1	Copps Coliseum Committee Minutes of July 28, 1986	Attachment 4.1.1
4.2	Hamilton Place Committee Sixth Report	Attachment 4.2
4.2.1	Hamilton Place Committee Minutes of July 31, 1986	Attachment 4.2.1
4.3	Hamilton Convention Centre Committee Sixth Report	Attachment 4.3
4.3.1	Hamilton Convention Centre Minutes of June 27, 1986	Attachment 4.3.1
4.4	Audit & Finance Committee Ninth Report	Attachment 4.4
4.4.1	Audit & Finance Committee Minutes of July 2, 1986	Attachment 4.4.1

5. **Report by Director of Marketing** — Circulated At Meeting

6. **New Business**

   6.1 Capital Project - Equipment Requirement for Box Office Telephone/Mail Order Department — Attachment 6.1

7. **Other Business**

8. **Date of Next Meeting**

   October 10, 1986
   9:00 A.M.
   Copps Coliseum Board Room

9. **Adjournment**

Patricia Bennett
Secretary to the Board
September 5, 1986

MINUTES OF AUGUST 15, 1986

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, August 15, 1986
9:ØØ A.M.
Copps Coliseum Board Room

MINUTES OF REGULAR SESSION

PRESENT:	Mr. D. Braley, Chairman of the Board
	Alderman B. Hinkley
	Alderman R. Wheeler
	Mr. T. Casey
	Mr. D. Hector
	Mr. W. McFarland
	Dr. C. Bart
	Mr. D. Beattie
	Mrs. J. Gowland
REGRETS:	Mayor R. Morrow
	Mr. T. Yates
	Alderman T. Murray
	Alderman J. Gallagher
	Mr. S. Cino
ALSO PRESENT:	Mr. B. Conacher
	Mr. T. Burrows
	Mr. J. Crane
	Mr. W. Penfold
	Mr. J. Leuser
	Ms. P. Bennett
MEDIA:	Portia Priegert, The Spectator
	Bob Ireland, C.H.C.H.
	Darryl Hartwick, C.H.M.L.

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting. The Secretary confirmed that Board Members had been properly notified and the meeting was duly constituted for business.

In-Camera Session

MOVED by Dr. Bart, seconded by Mr. Casey that

THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

THE JULY 11, 1986 IN-CAMERA MINUTES BE ACCEPTED AS CIRCULATED.

MANAGEMENT BE REQUESTED TO CONTINUE IN THE DIRECTION THEY ARE TAKING TO DETERMINE THE CAUSE OF THE LEAKS IN THE COPPS COLISEUM FLOOR.

MANAGEMENT BE REQUESTED TO PROVIDE A REPORT OF THE NATURE OF THE PROBLEMS WITH RESPECT TO THE LEAKS IN THE COPPS COLISEUM FLOOR TO THE EXECUTIVE COMMITTEE OF CITY COUNCIL IN TWO PARTS:

1. A PUBLIC REPORT OUTLINING THE NATURE OF THE PROBLEM(S);

2. AN IN-CAMERA REPORT IDENTIFYING THE STEPS TO BE TAKEN TO ENSURE THAT THE CITY'S INTEREST AND HECFI'S INTEREST ARE PROTECTED.

THE EFFECTIVE DATE OF THE COMPENSATION STUDY BE REVISED FROM JANUARY 1, 1986 TO JANUARY 1, 1987;

THAT FULL-TIME SALARIED STAFF BE GRANTED A GENERAL INCREASE OF 4.25% EFFECTIVE JANUARY 1, 1986; AND

THAT FULL-TIME SALARIED STAFF, WHERE APPLICABLE AND WARRANTED BY PERFORMANCE, BE ELIGIBLE TO RECEIVE THEIR 1986 ANNIVERSARY STEP INCREASE.

THE IN-CAMERA SESSION BE ADJOURNED.

2. Minutes of July 11, 1986

MOVED by Alderman Wheeler, seconded by Mr. Casey that

THE JULY 11, 1986 MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Business Arising From the Minutes

Nil

4. Committee Reports/ Minutes

4.1 Copps Coliseum Committee Fifth Report

In Alderman Murray's absence the Director of Copps Coliseum presented the Copps Coliseum Committee Fifth Report (July 28, 1986). The following recommendation was approved:

> THAT THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED TO PAY THE TWO SCULPTORS NOT CHOSEN $200. EACH FOR THEIR WORK IN PREPARING A MAQUETTE AND THAT THE REPORT ENTITLED VICTOR K. COPPS BUST AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM BE RECEIVED FOR INFORMATION.

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

> THE TENDER SUBMITTED BY CLARKE-AMERICAN COMPANY IN THE TOTAL AMOUNT OF $31,114.53 FOR THE SUPPLY OF ONE (1) RIDER SWEEPER AND ONE (1) WALK-BEHIND SCRUBBER IN THE RESPECTIVE AMOUNTS OF $20,040.03 AND $11,074.50 BE APPROVED AND THAT THE METHOD OF FINANCING BE CHARGED TO THE APPROPRIATE ACCOUNT IN THE BUDGET.

MOVED by Mr. McFarland, seconded by Mr. Casey that

> THE FOLLOWING RECOMMENDATIONS BE APPROVED; THAT THESE PROJECTS BE FORWARDED TO THE CITY'S EXECUTIVE COMMITTEE FOR APPROVAL; AND THAT THE EXECUTIVE COMMITTEE RECOMMEND TO CITY COUNCIL THE METHOD OF FINANCING:
>
> THAT AN APPROPRIATION OF TEN THOUSAND DOLLARS ($10,000.) BE ESTABLISHED TO PROVIDE ADDITIONAL STORAGE AREAS ON THE RINK LEVEL IN COPPS COLISEUM AND THAT THE NECESSARY SPECIFICATIONS BE PREPARED SO THAT THIS WORK MAY PROCEED;

THAT AN APPROPRIATION OF SIXTY THOUSAND DOLLARS ($60,000.) BE ESTABLISHED TO PROVIDE AN AUTOMATED SECURITY SYSTEM FOR COPPS COLISEUM AND THAT PROPOSALS BE DEVELOPED AND REQUESTED FROM FIRMS/COMPANIES DEALING WITH SUCH SYSTEMS;

THAT AN APPROPRIATION OF THIRTY THOUSAND DOLLARS ($30,000.) BE ESTABLISHED FOR THE PROVISION OF A COMPUTERIZED PREVENTIVE MAINTENANCE SYSTEM FOR COPPS COLISEUM AND ALL FACILITIES OPERATED THROUGH THE CENTRAL UTILITIES PLANT AND THAT THE NECESSARY SPECIFICATIONS BE PREPARED SO THAT THIS WORK MAY BE TENDERED.

MOTION CARRIED.

It was noted that sufficient funds have been provided in the 1986 Capital Budget for this purpose.

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THAT THE TENDER RECEIVED FORM J. J. ELLIOTT MECHANICAL LTD., HAMILTON, ONTARIO, FOR HAMILTON PLACE PIPING REVISIONS IN THE TOTAL AMOUNT OF $73,979. BE ACCEPTED AND THAT THE METHOD OF FINANCING BE CHARGED TO THE APPROPRIATE ACCOUNT IN THE BUDGET.

MOTION CARRIED.

At the request of Alderman Wheeler the recommendation that the Provincial Historical Plaque commemorating Billy Sherring be temporarily erected in front of Copps Coliseum was tabled until such time as it can be discussed at the City's Parks and Recreation Committee meeting.

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THE REQUEST BY THE PARKS AND RECREATION COMMITTEE FOR FREE USE OF COPPS COLISEUM FOR WINTERFEST 1987 BE REFERRED TO THE AUDIT & FINANCE COMMITTEE FOR CONSIDERATION OF EVENT SUBSIDY FUND SUBSIDIZATION.

MOTION CARRIED.

Items received for information include:

i) That the recommendation that Copps Coliseum Committee take no action regarding the letter request from St. Joseph's Hospital Building Campaign for use of Copps Coliseum be received for information;
ii) That the recommendation that Copps Coliseum Committee take no action on the letter proposal from the Hamilton Street Railway Company be received for information;
iii) That the booking confirmations be received;
iv) That the letter addressed to the HECFI Board from Copps Coliseum Committee concerning the performance of Mr. Norm Marshall in his capacity as Promotions/PR Consultant be received;
v) That the consolidated unaudited operating results for HECFI for the six month period ended June 30, 1986 be received;
vi) That the unaudited operating results for the Central Utilities Plant for the Five Month Period Ended June 30, 1986 be received;
vii) That the July Report From the Director be received.

4.1.1 Copps Coliseum Committee Minutes of June 10, 1986

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE COPPS COLISEUM COMMITTEE MINUTES OF JUNE 10, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.2 Hamilton Place Committee Fifth Report

Mr. Hector presented the Hamilton Place Committee Fifth Report (July 31, 1986 meeting).

A lengthy discussion took place with respect to NEW FACES '86 and the fact that the program did not draw well this year. Mr. Hector pointed out that with the expected loss of the 10% sales tax exemption, revenue goals for future programing becomes bleak. Concern was expressed that loss of the exemption could affect other HECFI facilities and that this issue should have been referred from the Committee to the Board for action. It was

MOVED by Alderman Wheeler, seconded by Mr. Casey that

MANAGEMENT SEND A LETTER TO THE APPROPRIATE FEDERAL MINISTERS WITH COPIES TO THE LOCAL MPPs EXPRESSING CONCERN REGARDING THE NEGATIVE IMPACT UPON HECFI'S PERFORMING ARTS FACILITIES.

MOTION CARRIED.

It was also recommended that the letter should include documentation with respect of how much business the loss of the exemption would effect HECFI facilities. As well, management was requested to provide background information to Board Members, i.e. - a copy of the Retail Sales Tax Act and any other pertinent information.

Aldermen Wheeler and Hinkley expressed support for the NEW FACES programming and stressed the need for a different marketing strategy in order to draw bigger audiences to Hamilton Place. Alderman Wheeler queried whether summer tours into the City had advance notice of Hamilton Place events.

MOVED by Alderman Wheeler, seconded by Mr. Casey that

THE NEW FACES '86 SUMMER MUSICAL SERIES RECEIVE FORMAL APPROVAL OF FINANCIAL SUPPORT FROM THE INNOVATIVE PROGRAMMING FUND RESERVE.

MOTION CARRIED.

Items received for information include:

i) A first meeting with I.A.T.S.E. has taken place; two more are scheduled. The Chairman of the Board and the Hamilton Place Committee will be kept fully informed;

ii) The Employee of the Month program was discussed; the concensus being that the program was not appropriate for the working situation at Hamilton Place;

iii) The Hamilton Place program masthead will henceforth include all members of the HECFI Board and a notation will be made to signify the Hamilton Place Committee members.

4.2.1 Hamilton Place Committee Minutes of June 26, 1986

MOVED by Mr. Hector, seconded by Mr. Casey that

THE HAMILTON PLACE COMMITTEE MINUTES OF JUNE 26, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.3 Report From Director - Hamilton Convention Centre

MOVED by Mr. McFarland, seconded by Alderman Wheeler that

THE REPORT TO THE BOARD OF DIRECTORS FROM THE DIRECTOR OF THE HAMILTON CONVENTION CENTRE FOR THE MONTH OF JULY, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

Mr. Penfold was commended for his complete, concise reporting of the two conventions which he attended during July.

4.4 HECFI Unaudited Results for the Six Month Period Ended June 30, 1986.

Mr. McFarland presented the Consolidated Unaudited Operating Results. Following review by the Board of Directors it was

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE HECFI SUMMARIZED CONSOLIDATED OPERATING STATEMENT FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1986 BE RECEIVED.

MOTION CARRIED.

5. Report by Director of Marketing

The Managing Director reported that the Director of Marketing was absent due to illness.

6. Report by Managing Director/CEO

The Managing Director reported that along with the Directors of Copps Coliseum and the Convention Centre, the Assistant Director (on behalf of the Director) of Hamilton Place and the Director of Marketing, he had attended the IAAM Convention in Edmonton. Mr. Conacher explained that HECFI's large

representation at this convention was because this association offers a forum for all types of facilities and was therefore applicable to all Directors.

Following the IAAM convention, Mr. Conacher attended the last four or five days of the Commonwealth Games in Edinburgh, Scotland and attended the meetings with respect of the Hamilton bid for the 1994 Commonwealth Games along with representatives of other Canadian cities who are interested. HECFI, in conjunction with City Council, have yet to determine whether a formal bid will be presented.

Mr. Beattie expressed concern at The Spectator's lack of representation at the Commonwealth Games pre-bid meetings and stressed the need for media coverage at such events in order to keep the public fully informed. It was agreed that this issue should be addressed by the Marketing Director in conjunction with the media.

The Director of Marketing and the Managing Director attended the American Society of Association Executives in Washington for one day at which approximately 5,000 associations meet. Hamilton's exposure there was considered to be important.

Alderman Wheeler requested that the Director of Marketing consider the acquisition of a TV camera as part of HECFI's equipment (clips could be used for advertising purposes).

Mr. Hector opened discussion with respect to the Marketing Department; specifically, not having had a progress report with respect to the Marketing Plan. It was stressed that the marketing strategies of the three facilities should be discussed on a regular basis at Committee levels with more detailed discussion at the full Board. It was stated that at present, there is a lack of understanding on the part of the Board with respect to marketing strategies and that in order for the Board to be fully effective, management must keep the Board abreast of all phases.

Mr. Hector requested that as part of the Marketing Progress Report, an update on the working relationships with the area hotels be documented.

7. New Business

8. Other Business

9. Date of Next Meeting

September 12, 1986
9:ØØ A.M.
Location ??

1Ø. Adjournment

MOVED by Alderman Wheeler, seconded by Dr. Bart that

THE MEETING ADJOURN AT 11:55 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

David Braley, Chairman

Patricia Bennett, Secretary

UPDATE ON STATUS OF SALES TAX EXEMPTION

HAMILTON PLACE

September 8, 1986

MEMO TO: Brian Conacher,
Managing Director/CEO, HECFI

John Leuser, C.A.,
Director of Finance & Administration, HECFI

FROM: Thomas Burrows,
Director, Hamilton Place

SUBJECT: Bill 26 - An Act to Amend the Retail Sales Tax Act
Report of Meeting

As a result of letters on the subject, written on behalf of Roy Thomson Hall (Honourable Donald S. MacDonald's letter attached), O'Keefe Centre (Charlie Cutts' letter attached), Thunder Bay, Centre in the Square, Kitchener and The National Arts Centre (no copies available), Managers/Directors of six performing arts facilities were invited to attend a meeting at Ministry of Revenue offices in Oshawa at 2:30 p.m. on Thursday, September 4, 1986 by L. P. Leonard, Assistant Deputy Minister, Tax Revenue and Grants Program.

In attendance:

For the Ministry of Revenue: L. P. Leonard, Assistant Deputy Minister; A Burke Williams, Director, Retail Sales Tax Branch; V. Festing, Manager Tax Design, Retail Sales Tax Branch and secretaries.

For the Ministry of Citizenship and Culture: Randolph C. Norberg, Assistant Deputy Minister, Culture, and his assistant, Angela Longo.

For Performing Arts Facilities:
Geoffrey Butler, General Manager, Roy Thomson Hall and Massey Hall
Charles Cutts, General Manager, O'Keefe Centre
Scott Walker, General Manager, Centre in the Square,
Brian McCurdie, General Manager, Thunder Bay Community Auditorium
Thomas Burrows, Director, Hamilton Place

.... 2

Background:

- Information was brought to the attention of arts facilities managers by Charlie Cutts of O'Keefe Centre in July, 1986, after the first reading of Bill 26.
- Bill 26 will be considered, on best advice, no earlier than mid-October by the Legislature or Committee of the whole.
- Mr. Leonard will summarize information presented at the meeting of September 4, 1986, which will be reviewed by managers group and by the Ministry of Citizenship and Culture before submission to the Honourable Robert F. Nixon, Treasurer and Minister of Revenue for his consideration.

Meeting of September 4, 1986

Though the Ministry representatives were quick to correct the statement in Mr. Cutts' letter that Bill 26 was "a housekeeping item" and made it clear that considerable study had gone into the recommended change/deletions in the recommended amendments, a very productive discussion took place with an excellent exchange of information in a cordial and businesslike atmosphere. The meeting lasted from 2:30 to 5:00 p.m.

At the end of the meeting, Mr. Leonard offered to summarize the managers' points and suggestions and to have the report reviewed by the managers' group and Mr. Norberg of the Ministry, prior to providing his Minister with information resulting from the meeting. The time by which the foregoing will be accomplished is "within two weeks" - by the 18th or 19th of September, 1986. Advance notice will be given of the scheduling of 2nd and 3rd readings of Bill 26.

Primary Concerns of Revenue Ministry

- interest in increased revenue from retail sales tax but not the primary concern.
- strong emphasis on equity of assessment and/or exemption under the Act. They have had letters and calls from organizations who object to many exempt status for registered charitable corporations managing performing arts facilities.
- reinforcing Canadian Content policy and guidelines.
- keenly aware and not happy about the very considerable amounts involved in an exemption enjoyed by commercial presentors who, under the umbrella of the Canadian National Exhibition, present artists with millions of dollars in sales such as Bruce Springsteen and Michael Jackson.
- more concerned about co-promotions with commercial promoters than about foreign attractions fully guaranteed by the organizations who present.

..... 3

Information presented by facilities managers

- Co-promotions are necessary to 1) meeting audience demand for varied and balanced programs, 3) to providing a sufficient number of events for economically viable season, 3) to compete effectively with commercial operations for audiences, 4) to share the risk on expensive attractions with high break-even and low margins for profit. Agreement to co-promote or co-venture is the only way to acquire many desirable attractions..

- The loss of 10% of gross sales to facilities involved would have a highly negative economic impact. Ticket prices are as high as the market will bear. The amounts represented by the exemptions are very often the difference between making expenses and a loss. Roy Thomson Hall and Hamilton Place addressed the negative impact on annual operating budgets by presenting losses in revenue if the exemption were retroactive to 1984. Roy Thomson would have had a short-fall in revenue for the period in the total amount of $328,000. Hamilton Place would have experienced a short-fall for the same period of $265,000.

- Canadian Content in each of the theatres is very high on an annual basis, i.e. 125 events or fifty percent of annual program is Canadian, community oriented and/or educational.

- Our exemptions assist in supporting our community mandates.

- It was suggested that consideration be given to exemption under Section 7(2) (G) of the Act - "an organization that is substantially assisted or supported financially from public funds of the Province of Ontario and that is prescribed by the Minister for the purpose of this section." Hamilton Place was used as an example. Exclusively supported by the Corporation of the City of Hamilton since inception- the City receives funding from the Province. Though it was granted that this is "indirect provincial support", the result is the same. We are not eligible for funding from the Ontario Arts Council or from the Canada Council.

- The successful management of these facilities is vital to the success of Canadian Arts Organizations that are heavily funded.

One result of losing the value of the exemption could easily be increased rental to subsidized organizations such as H.P.O., Bach-Elgar and others with the result that larger grants would be required from the Arts Councils.

- The point was made that the recommended amendments were "catching" registered charitable, publicly funded performing arts institutions that were previously considered eligible for exemption and have "missed" the big fish (i.e. C.P.I. promotions at the CNE).

- It seems unfair that Bill Cosby can now appear under commercial auspices at the CNE and a facility such as Hamilton Place, Roy Thomson or the O'Keefe must withhold and remit retail sales tax.

The managers present strongly requested that we be considered in a special category; that differences between these and other organizations be highlighted and written into the amended Act; that points might include 1) public funding, 3) that municipal subsidy be equated with or related to provincial grants to municipalities, 3) registered charitable status, 4) Charters that mandate community, educational activity, 5) that Canadian content and creation of Canadian jobs be considered not on a performance basis but on an annual basis.

The managers present agreed that the meeting was positive and that there is reason to believe additional consideration to our requests and suggestions will be forthcoming. The lines of communication are open and cordial.

Any new information will be conveyed immediately it is received.

Respectfully submitted.

Thomas B. Burrows,
Director of Hamilton Place

c.c. Mr. David O. Braley
Mr. David M. Hector, C.A.

ROY THOMSON HALL

AUG 20 1986

McCARTHY & McCARTHY

BARRISTERS SOLICITORS

PATENT & TRADE MARK AGENTS

P.O. BOX 48
TORONTO DOMINION BANK TOWER
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TELEX (INFOTEX) N.AMER. ONLY
0604....3029-5001151
FACSIMILE NOS. (416) 868-0673
(416) 362-1812
CABLE CARTAN, TORONTO

OUR REFERENCE:

August 19, 1986

The Honourable Robert F. Nixon
Treasurer of Ontario and
Minister of Revenue
7th Floor
Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Y7

Dear Mr. Minister:

Re: Bill 26 - An Act to Amend the Retail Sales Tax Act

I write with respect to the proposed amendment to the above Bill insofar as it affects the Corporation of Massey Hall and Roy Thomson Hall of Toronto and which also, I believe, affects the following similar institutions throughout the province: Hamilton Place, Centre in the Square, Kitchener, Thunder Bay Community Auditorium, the National Arts Centre in Ottawa, and the O'Keefe Centre in Toronto.

As we understand the proposed amendment it would mean that institutions such as those that I have cited would no longer be exempt from the collection of sales tax for certain events which do not meet specified Canadian content requirements.

We understand that other organizations such as the Canadian National Exhibition, Ontario Place and the University of Toronto would continue to be exempt from the collection of retail sales tax on the same kind of event. The result would be an inconsistency in the treatment of the two groups of institutions. The Canadian National Exhibition, for example, would be able to present, or co-present with Concert Productions International (CPI), a performer such as Bill Cosby and be exempt from retail sales tax. If Mr. Cosby was co-presented at Massey Hall or if the Royal Philharmonic Orchestra played a concert at Roy Thomson Hall,

then such events would be subject to retail sales tax.

I understand that the distinction between the two classes of institutions is related to whether or not they are in receipt of current operating funds from the Government of Ontario. I assume that the argument is that for the Government of Ontario to extend an operating grant to Ontario Place and then tax back earnings of Ontario Place would not be rational.

Speaking only of Thomson Hall with which the writer is familiar, the Hall was constructed with the assistance of very substantial public grants from all three levels of government. While the capital fund has come from governments, the Corporation has attempted to run Thomson Hall without coming back to the public purse for operating assistance. Given the fact that some of the events presented at Thomson Hall are of high artistic significance, but on occasion receive relatively low public support, the Hall has had to struggle to stay in the black on operating income. To make it exigible for sales tax would run a severe risk of condemning it to operate in the red.

I understand that the Bill contains provisions which would enable the Minister to exempt certain institutions from the payment of retail sales tax for events and I write to see whether as a matter of policy Massey and Thomson Halls and the other institutions referred to (all of the latter being government owned) could not continue to be exempted from payment of the tax.

While I write specifically after discussion with Massey and Thomson Halls, I believe that the other institutions would be prepared to support a collective representation on this point. We would be most happy to have the opportunity of meeting with you and your officials as a representative delegation to provide further facts with regard to this proposal.

Yours very truly,

Donald S. Macdonald

Hon. Donald S. Macdonald

DSM:hp

b.c.c.: Geoff Butler

9th July 1986

Dr. Lily Munro
Minister of Citizenship
and Culture
6th Floor
77 Bloor St. West
TORONTO, Ontario
M7A 2R9.

Dear Dr. Munro,

Just today it has come to my attention that there is a proposed change to the Ontario Retail Sales Tax Act which will hurt the operations of O'Keefe Centre. The proposed amendment will mean that a registered charity which sponsors a foreign attraction will lose the exemption from the 10% admissions tax. This change, effectively, imposes a 10% levy on the foreign attractions promoted by O'Keefe Centre and by many other promoters who rent the facility. Apparently, this change was not highlighted in any of the budget documentation from the Province because it was deemed to be merely a housekeeping item. Obviously, an increase of 10% to the established ticket price at O'Keefe Centre is a substantial increase for our patrons to absorb and will detrimentally affect the quality and quantity of show-business at O'Keefe Centre. We therefore question whether the proposed change is properly characterized as a "housekeeping item". In our view, this proposed change is a rather significant one in that it removes a long-standing exemption for organizations such as ours.

The box office appeal of foreign headliners and foreign artists is a tremendous motivation to the ticket-buying public. This is especially true in Metro Toronto where audiences are used to productions with stars of the calibre of Anthony Quinn, Mickey Rooney, Liza Minnell and Yul Brynner. These attractions were all promoted by O'Keefe Centre. The economic reality is that the imposit of a 10% admissions tax will reduce the number of first-quality attractions which O'Keefe Centre can stage, will dramatically push up ticket prices, and will impair our bottom line results. In the North American touring market, Southern Ontario is already at a significant disadvantage with a 38% discount on the Canadian dollar and the levy of withholding taxes for non-resident performers. Now the additional 10% admissions tax which was, heretofore, exempted for certain theatres and

O'KEEFE CENTRE
FOR THE PERFORMING ARTS
1 FRONT ST. EAST
TORONTO, ONTARIO, CANADA M5E 1B2
(416) 365-9744

.../2

THE O'KEEFE CENTRE
FOR THE PERFORMING ARTS
1 FRONT ST. EAST
TORONTO, ONTARIO, CANADA M5E 1B2
(416) 365-9744

promoters having registered charitable status, puts us on the same basis as commercial promoters and leaves us at a 10% economic disadvantage compared with certain charities specifically exempted from this provision.

The regulations specify that certain arts organizations including the Canadian National Exhibition, the Canadian Opera Company, Shaw Festival, Stratford Festival, and Ontario Place who have foreign artists appearing in their productions, will continue to enjoy the 10% admissions tax exemption. It is curious that when one of these major companies employs one or several non-residents in leading roles, primarily for box office appeal, that these productions will continue to be exempt from the 10% admissions tax. Furthermore, the exemption of certain arts groups gives them a distinct competitive advantage in booking of foreign attractions. For example, a major opera company presenting Placido Domingo in concert at Maple Leaf Gardens or a major opera starring several foreign artists in the majority of principal roles is billed in that manner primarily for box office appeal. O'Keefe Centre and other charitable theatre organizations that present foreign artists and foreign productions do it for exactly the same reason - box office appeal and, therefore, economic viability. The imposition of this tax and, indeed, the inequity in its application is a significant economic disadvantage to certain arts groups.

I have contacted my counterparts at Roy Thomson Hall, the Toronto Symphony, Hamilton Place, Kitchener's Centre in the Square, Ottawa's National Arts Centre, and the Thunder Bay Community Auditorium. Each of these charitable organizations and many others will suffer as a result of the proposed admissions tax change. Any item which increases the cost of our tickets by 10% is a critical economic factor in our ability to stage shows. The O'Keefe Centre has always staged the best in touring entertainment and we feel it is important to the development of all types of theatre attractions within Metro Toronto and, indeed, in Southern Ontario to have the ability to compare productions with the finest in international touring product - whether these productions come from the United States, London's West End, Spain, China, or any other country throughout the world.

.../3

O'KEEFE CENTRE
THE PERFORMING ARTS
ONT ST. EAST
ONTO, ONTARIO, CANADA M5E 1B2
) 365-9744

On behalf of the Board of Management of O'Keefe Centre, we urge that you speak with your cabinet and party colleagues to remove this proposed change to the Ontario Retail Sales Tax Act. Arts organizations that have registered charity status should continue to be exempt from the 10% admissions tax on presentations This is a critical element in the livelihood of O'Keefe Centre.

If you have any questions concerning this matter, please give the writer or Anthony Robinson, Accounting Manager, a call.

Yours sincerely,

Charles S. Cutts

Charles S. Cutts
General Manager

Encl.

cc: Mr. Robert Nixon
Treasurer
Province of Ontario
7th Floor
Frost Bldg. South
7 Queen's Park Crescent
TORONTO M7A 1Y7.

O'KEEFE CENTRE

July 9, 1986

U R G E N T

Mr. Thomas B. Burrows
General Manager
Hamilton Place
P.O. Box 2080, Station "A"
HAMILTON, Ontario
L8N 3Y7

Dear Tom:

Re: 10% Admissions Tax Withdrawn!

I have just become aware that the Retail Sales Tax Department of the Province of Ontario is about to remove the exemption from 10% Admissions Tax for registered charities who promote shows. I enclose a copy of the relevant pages in the detailed analysis of the 13th May 1986 Ontario budget. This provision was never highlighted because the tax department thought it was a housekeeping item and would not have a major effect on arts organizations. The effect to presenting theatres is, of course, tremendously significant since it removes a 10% advantage we have over commercial presenters. Further, it puts us at a competitive disadvantage with the CNE, Canadian Opera Company, Stratford, Shaw and Ontario Place who will continue to be 10% admissions tax exempt.

I have sent this letter to Don MacSween at the National Arts Centre, Tom Burrows at Hamilton Place, Walter Homburger at the Toronto Symphony, Geoff Butler at Roy Thomson Hall, Scott Walker at Kitchener's Centre in the Square and Brian McCurdy in Thunder Bay. If you know of any other organizations which have registered charity status and who present foreign attractions, please contact them immediately. This proposal will become law with the passing of the budget. We must start lobbying efforts immediately with our local members of Parliament as well as with Dr. Lily Munro and Robert Nixon.

Please call either Tony Robinson, Accounting Manager, or me with any comments you may have.

Yours sincerely,

O'KEEFE CENTRE

Charles S. Cutts
General Manager

CSC:pb
encls.

THE O'KEEFE CENTRE
FOR THE PERFORMING ARTS
1 FRONT ST. EAST
TORONTO, ONTARIO, CANADA M5E 1B2
(416) 365-9744

(2) The tax imposed by subsection 2(4) is not payable in respect of the price of admission to any entertainment, event, dance, performance or exhibition staged or held in a place of amusement by, or under the auspices or sponsorship of,

(a) a registered Canadian amateur athletic association, as defined by paragraph 110(8)(b) of the Income Tax Act (Canada), including a branch or affiliate association to which the registration under that Act of the Canadian amateur association of which it is a branch or affiliate has been extended;

(b) a registered charity, as defined by paragraph 110(8)(c) of the Income Tax Act (Canada);

(c) a labour organization or society, or a benevolent or fraternal benefit society or order;

(2) The tax imposed by subsection 2(4) is not payable in respect of the price of admission to any entertainment, event , dance, performance or exhibition staged or held where no performer taking part in that entertainment, event, dance, performance or exhibition receives, or will receive, either directly or indirectly, any remuneration or any consideration for the performance or where 90 per cent of those performers are persons who are permanent residents in Canada as defined in the Immigration Act, 1976 (Canada) or to any entertainment, event, dance, performance or exhibition that is staged or held in a place of amusement by, or under the auspices or sponsorship of,

(a) No change.

(b) REPEALED.

(c) REPEALED.

(d) an agricultural society constituted under the Agricultural Societies Act;	(d) an agricultural society constituted under the Agricultural Societies Act, during any agricultural fair held by the agricultural society except where the entertainment, event, performance or exhibition is a sporting event;
(e) an educational institution;	(e) No change.
(f) a club, society, association, chamber of commerce or board of trade organized and operated for any purpose except profit, no part of the income of which was payable to, or was otherwise available for the personal benefit of, any proprietor, member or shareholder thereof except a proprietor, member or shareholder that is a club, society or association the primary purpose and function of which is the promotion of amateur athletics in Canada; or	(f) REPEALED.
(g) an organization that is substantially assisted or supported financially from public funds of the Province of Ontario and that is prescribed by the Minister for the purpose of this subsection.	(g) No change.

COMMENTARY

Act 7(2) dealing with admissions has been amended by revoking paragraphs (b), (c) and (f) and establishing the criteria organizations must meet to qualify for an exemption on the price of admission.

An amended exemption for Canadian talent has been incorporated into subsection 7(2). This amendment reduces the Canadian talent requirements in order to allow those registered charitable organizations such as the Canadian Opera Company, Shaw Festival or Stratford Festival to have a guest artist perform with them without the show becoming taxable. (For example: Joan Sutherland performing with the Canadian Opera Company.)

The repeal of clause (b) will now mean that a registered charity who sponsors an event that does not meet the Canadian content requirement would not qualify for an exemption for that event. (For example: The O'Keefe Centre, a registered charity, sponsors an American touring show. They would not qualify for exemption as the ratio of non-resident performers would be more than 10% of the total performers).

The general criteria for exemption from charging tax on the price of admission is:

1. no performer receives or will receive remuneration of any kind,

2. 90% of the performers must be permanent residents of Canada or landed immigrants, or

3. The price of admission will be $4.00 or less

Exemptions are still available on charges for admissions over $4.00 to an event sponsored or held by an organization:

- qualifying as a registered Canadian amateur athletic association, or

- which is an agricltural society and the event is held during the agricultural fairs, or

- which is an educational institution, or

- which is substantially supported by the Province of Ontario. (The list of these organizations, which is found in Schedule 1 of Regulation 903, will be amended.)

The amendments to the Act and Regulations should eliminate the inequitable situations caused by profit-oriented organizations, such as CPI co-sponsoring events held under the auspices of qualifying bodies.

Events co-sponsored by CPI and the CNE will qualify for exemption when staged during the period of the fall fairs.

EFFECTIVE DATE

30 days following Royal Assent.

COPPS COLISEUM COMMITTEE SIXTH REPORT

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

REPORT TO THE HECFI BOARD OF DIRECTORS FROM THE COPPS COLISEUM COMMITTEE MEETING OF AUGUST 25, 1986

1986 September 8

The Copps Coliseum Committee presents its **SIXTH** Report and respectfully recommends the following:

1. Modifications to Corner Movable Seating Platforms

That the quotation submitted by Hussey Seating Company Canada Ltd., dated 1986 August 11, in the total amount of $19,592.52 for work necessary to modify two (2) corner movable seating platforms in Copps Coliseum be accepted, and that the Audit and Finance Committee recommend the method of financing, and that Hussey Seating Company Canada Ltd. be authorized to proceed with this work commencing 1986 September 15.

NOTE: Only company acceptable to perform this work. Background documentation is attached.

2. Award of Electrical Maintenance Contract for Buildings serviced by The Central Utilities Plant

That the tender submitted by Cipolla's Services Ltd. in the total amount of $3,589.00 per month for electrical service and maintenance of equipment in buildings serviced by The Central Utilities Plant, ie. City Hall, Library, Market, Hamilton Place, Hamilton Convention Centre, Parking Garage and The Central Utilities Plant itself be accepted, and that the new monthly rate as stipulated in the Vendor's Tender becomes effective commencing 1986 July 1.

NOTE (i): Lowest of three (3) tenders received. This equipment shall end on 1988 November 30 with the option in favour of HECFI to renew the contract for two additional one-year terms at the rates specified in the Vendor's Tender.

NOTE (ii): Background documentation is attached.

3. Advanced Training Courses for the Honeywell D5200 Building Automation System

That an appropriation of $20,000.00 be established to fund advanced training courses for facilities personnel on the Honeywell D5200 Building Automation System, and that Honeywell conduct these training courses, and that the Audit and Finance Committee recommend the method of financing.

NOTE: Background documentation is attached.

4. Stage Backdrop

That the quotation from Camelot Drapery of Burlington, Ontario, in the total amount of $16,305.94 for all material and equipment, not including installation be approved, and that the sum of $3,000.00 be approved for installation, and that the Audit and Finance Committee recommend the method of financing.

NOTE: Background documentation is attached.

5. Requests from various organizations re message centre and logos on ice

That no messages or logos be placed on the ice surface at Copps Coliseum.

NOTE: Background documentation is attached.

That any charitable groups inquiring about advertising their logo or message at Copps Coliseum may be advised of the electronic message centre which may be utilized free of charge.

6. Request from The Board of Education for ice time for 1988 Ontario Federation of School Athletic Association Provincial Championship

That no action be taken on the request for ice time from the Board of Education for the 1988 Ontario Federation of School Athletic Association Provincial Championship, and the Board of Education should be advised that Copps Coliseum is available on a rental basis, or their tournament may take place on the one day that is reserved for minor hockey playoffs.

NOTE: Background documentation is attached.

The following items are for information only:

1. **One Millionth Person:Copps Coliseum**

The Director of Marketing advised the committee that the one millionth visitor to Copps Coliseum may be attained by April of 1987. The Director of Marketing further advised that with regard to the details concerning the one millionth person winning a trip to Italy, he is awaiting a response from one individual concerning travel arrangements.

2. **Booking Confirmation**

That the booking confirmation be received for information.

NOTE: Documentation is attached.

3. **Proposed "Wall of Fame" and "Media Wall of Fame"**

The minutes of the first meeting of the "Wall of Fame" Organizational Group be received for information.

NOTE: Documentation attached.

4. **Unaudited Operating Results for Copps Coliseum for the seven month period ended July 31, 1986**

That the Unaudited Operating Results for Copps Coliseum for the Seven Month Period Ended July 31, 1986, be received for information.

NOTE: Documentation attached.

5. **Unaudited Operating Results for The Central Utilities Plant for the seven month period ended July 31, 1986**

That the Unaudited Operating Results for The Central Utilities Plant for the Seven Month Period Ended July 31, 1986, be received for information.

NOTE: Documentation attached.

6. Report by Director of Copps Coliseum

The report as submitted by the Director of Copps Coliseum be received for information.

NOTE: Documentation attached.

7. Advertising to Bus Tours

Mr. McFarland inquired if the booklets advertising Hamilton for those on bus tours could include the fact that tours are available for those interested in viewing Copps Coliseum and the Hamilton Convention Centre. The Director of Marketing advised that he will contact the various bus tours to advertise that these tours are available.

8. Date of Next Meeting

The date of the next Copps Coliseum Committee will be held Monday, September 22, 1986 at 11:00 o'clock a.m. in the Copps Coliseum Board Room.

Respectfully submitted,

T. Murray /LS

Alderman T. Murray, Chairman

Leslee Stewart

Leslee Stewart, Secretary

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

Attachment 3.1
Movable Seating
Platforms

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4430

MEMORANDUM

FOR ACTION: [X] FOR INFORMATION: [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1986 August 14

SUBJECT: COPPS COLISEUM - Modifications to Corner Movable Seating Platforms

RECOMMENDATION:

That 1) The quotation submitted by Hussey Seating Company Canada Ltd. dated 1986 August 11 in the total amount of $19,592.52 for work necessary to modify two (2) corner movable seating platforms in Copps Coliseum be accepted.

2) Hussey Seating Company Canada Ltd. be authorized to proceed with this work commencing 1986 September 15.

3) The Audit and Finance Committee recommend the method of financing.

NOTE: Only company acceptable to perform this work.

BACKGROUND:

Included within the 1986 Capital Budget submission for Copps Coliseum is an amount of $40,000.00 for work necessary to create direct occupant access from the seating area proper to the Exhibition space on the north side Rink level.

To create this permanent access corridor it is necessary to,

a) remove and modify two corner sections of the movable platform seating in the north east and north west quadrants.

b) remove two concrete block walls in these same locations.

As a result, approximately ninety-three seats will be lost from the seating manifest. However, a permanent corridor will be created and will allow direct access from the arena seating area proper to the Exhibition area for the purpose of allowing patrons access to future concessions/beverage areas.

Hussey Seating Company Canada Ltd. have investigated the work necessary to modify the two (2) corner movable seating platforms. Their work involves,

a) disassembly of the corner platforms.

b) permanently affix rows eight and nine of the platforms to the surrounding wall, recess and floor.

c) fabricating new railing sections for installation across front of row eight.

d) modifying first row for use as a filler section to permit transition from adjacent seating sections.

Since Hussey Seating Company Canada Ltd. is the original supplier and installer of these seating sections I am recommending that they perform this work. I believe that the price which they have submitted is reasonable for the work involved.

Further work, ie. removal of concrete block wall will be priced separately.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

Attachment 3.2
Electrical Maintenance Contract

Copps Coliseum
Victor K Copps
Trade Centre/Arena

101 York Boulevard
Hamilton Ontario
Canada L8R 3L4

Tel 416/526-4450

MEMORANDUM

FOR ACTION: [X] **FOR INFORMATION:** [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1986 August 14

SUBJECT: Central Utilities Plant - Award of Electrical Maintenance Contract for Buildings serviced by the Central Utilities Plant.

RECOMMENDATION:

That 1) The tender submitted by Cipolla's Services Ltd. in the total amount of $3,589.00 per month for electrical service and maintenance of equipment in buildings serviced by the Central Utilities Plant, ie. City Hall, Library, Market, Hamilton Place, Hamilton Convention Centre, Parking Garage and the C.U.P. itself be accepted.

2) The new monthly rate as stipulated in the vendor's tender becomes effective commencing 1986 July 1.

NOTE: Lowest of three (3) tenders received. This equipment shall end on 1988 November 30 with the option in favour of HECFI to renew the contract for two additional one year terms at the rates specified in the vendor's tender.

BACKGROUND:

The previous contract for service and maintenance of electrical equipment in buildings serviced by the Central Utilities Plant terminated 1985 November 30. That contract, which was awarded to Cipolla's Services Ltd., was extended until such time as a revised specification for tendering purposes could be prepared by the Chief Electrician at Copps Coliseum.

With the revised specification completed, tenders were called through the City of Hamilton Purchasing Department and were closed on 1986 May 28.

As a result, three tenders were submitted, with that provided by Cipolla Services Ltd. being the lowest. See attached Tender Analysis, Section B, Section 1.1, dated 1986 May 30.

I am recommending that Cipolla Services Ltd. be awarded this contract and that the new rates as stipulated in the tender become effective commencing 1986 July 1.

It should be noted that previously, the various building managers were responsible for including the appropriate amount in their annual operating budgets with a "blanket" purchase order being issued by the Director of Purchasing.

I would recommend that this same process be followed through the current budget year. However, commencing 1987 January 1, I would recommend that the Purchase Order to Cipolla be issued by HECFI to allow for a more efficient control of the contract by the Chief Electrician, Copps Coliseum. This will allow the Chief Electrician to approve and authorize all payments for work performed. The various buildings would then be charged back for the approved amounts allowing HECFI to recover all maintenance costs associated with the City Hall, Library, Market and Parking Garage.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

attchm.

TENDER ANALYSIS - PAGE TWO

SECTION B

SECTION 1.1

	City Hall	Ham.Place	Library	C.U.P. & Parkg.Gar.	H.C.C.	Farm. Market	Total P/M	Year
1. Shersdale Inc.								
	1240.	620.25	413.50	1240.	413.50	206.75	4134.	1986-87-88
	1426.	713.30	475.50	1426.	475.50	237.75	4790.05	1989
	1568.20	785.	523.	1568.60	523.	261.50	5229.30	1990
2. Cipolla Ltd.								
	786.	624.	442.	927.	649.	161.	3589.	1986-87-88
	794.	630.	447.	937.	656.	163.	3627.	1989
	802.	636.	452.	947.	663.	165.	3665.	1990
3. Rondar Inc.								
	1368.	979.	689.	2105.	1176.	559.	6876.	1986-87-88
	1423.	1018.	717.	2189.	1223.	582.	7152.	1989
	1480.	1059.	746.	2277.	1272.	605.	7439.	1990

OFFICIALS IN ATTENDANCE - Wm. McCulloch, Alderman
E. A. Simpson, City Clerk
T. Bradley, Director of Purchasing

COMMENTS - Shersdale Inc., o/a Electrical Maintenance Services - Certified cheque $9,995.40

Rondar Inc., Contractor's Bid Bond # 35576 5110, Agreement to Bond

Burl-Oak Lighting - Irrevocable Letter of Credit ($1,969.87)

Cipolla's Services Ltd. - Two cheques (Money Orders) $2,500., $7,100.

Attachment 5.3
Training Courses
for Honeywell

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton Ontario
Canada L8R 3L4

Tel 416 526-4450

MEMORANDUM

FOR ACTION: [X] FOR INFORMATION: [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1986 August 15

SUBJECT: COPPS COLISEUM AND THE CENTRAL UTILITIES PLANT - Advanced Training Courses for the Honeywell D5200 Building Automation System.

RECOMMENDATION:

That 1) An appropriation of $20,000.00 be established to fund advanced training courses for facilities personnel on the Honeywell D5200 Building Automation System.

2) Honeywell Ltd. conduct these training courses.

3) The Audit and Finance Committee recommend the method of financing.

BACKGROUND:

In the early summer of this year, I approached Honeywell Ltd. to request their recommendations with respect to providing advanced training courses for members of both union and non-union personnel on the new Honeywell D5200 Building Automation System.

This system is presently in place at Copps Coliseum and is in the process of being installed at the Central Utilities Plant. Because of the complexity of the system, I believe that it is imperative that all personnel associated with the operation and maintenance of the system, have complete training on and a thorough knowledge of the system's mechanics.

Honeywell Ltd. in response to my initial request provided me with their Training Course Catalogue and recommended three courses which they felt would be advantageous for staff personnel to complete. These three courses namely;

a) What the Building Automation System Operator needs to know about HVAC Operations.

b) Delta 5200 Basic Operator Training.

c) Delta 5200 Energy Management Programming

were offered at an estimated cost of $18,970.00.

With this information in hand, I approached Mohawk College of Applied Arts and Technology with the intention of having Mohawk subsidize the training course cost. After considerable negotiations, approval was granted from Mohawk to direct funds not exceeding $9,485.00 from the TIBI Program, Ministry of Skills Development, Province of Ontario towards this cause. This subsidy represents 50% of the total cost. All training courses would be conducted at Copps Coliseum by a qualified Honeywell Ltd. instructor.

Again I must stress that it is imperative that personnel operating and maintaining the D5200 System have the utmost in training available I believe that the cost of conducting these courses will be recouped in the long-term through energy savings and improved operations and maintenance skills.

The total cost of this comprehensive training programme will amount to $9,485.00 once the funds from the TIBI Programme are received.

BACKGROUND:

I would recommend that this amount be financed from the 1986 Operating Budget for the Central Utilities Plant from Account #0360-6036 Repairs and Maintenance Honeywell.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

Mohawk College
of Applied Arts
and Technology

August 14, 1986 T.P.#0287-0

Mr. John Crane
City of Hamilton
Copps Coliseum
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Re: Building Automation System

Dear Mr. Crane:

We are pleased to inform you that approval has been received to direct funds not exceeding $9,485.00 from the TIBI Program, Ministry of Skills Development, Province of Ontario.

This support comes in the form of financial assistance towards the eligible costs associated with the above-mentioned program. The amount is the result of the information submitted in your training proposal. Any changes to the training plan must be reported prior to the commencement of training.

Within ten days of completion of training, please forward the completed and signed documents enclosed, also, an official company invoice together with copies of receipts supporting the "actual" cost of training.

Upon receipt of these documents a cheque will be made payable to your company and will be forwarded to your attention.

Please do not hesitate to call if I can be of further assistance.

Sincerely,

Trish Russell /sfs

Trish Russell (Mrs.)
Training Consultant
Marketing and Contract Services

Attach. (3)
/sfs

Fennell Avenue and West 5th, P.O. Box 2034, Hamilton, Ontario, Canada L8N 3T2 (416) 575-1212
Hamilton Telex 061-8348

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

Attachment 3.4
Stage Backdrop

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel 416 526 4450

MEMORANDUM

FOR ACTION: [X] FOR INFORMATION: [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. B. Conacher
Mr. J. Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1986 August

SUBJECT: Stage Backdrop

RECOMMENDATION:

That 1) The quotation from Camelot Drapery of Burlington, Ontario, in the total amount of $16,305.94 for all material and equipment, not including installation, be approved.

2) The sum of three thousand dollars ($3,000.00) be approved for installation.

M E M O R A N D U M from

COPPS COLISEUM

BACKGROUND:

In response to a request for quotations, one written quotation was received for the above referenced work.

Please find attached a written quotation from Camelot Drapery of Burlington, Ontario, in the total amount of $16,305.94.

Back drop curtains are necessary to divide the area by means of a large stack backdrop, thus reducing the seating capacity and giving a "concert bowl" appearance. This "concert bowl" set-up will allow us to present acts that are too big for Hamilton Place but too small to fill the full arena.

Sufficient funds are provided in Account Number 0408-U32779.

Respectfully submitted,

John T. Crane /ss

John T. Crane
Director
Copps Coliseum

attchm.

CUSTOM DRAPERY
COMMERCIAL
RESIDENTIAL

Camelot Drapery
BURLINGTON ~ LIMITED
185 PLAINS RD. EAST. L7T 2C4 TEL. 639-5185

August 12, 1986

Victor K. Copps Trade Center/Arena
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Attention: Mr. John Elder

Dear Mr. Elder:

Thank you for asking us to quote on your Drapery requirements for the Arena Area.

The following total costs include all manufacture of Drapery, including grouments and chained hems, and delivered to Copps Coliseum:

1. Total Cost for three(3) large panels across Centre Area and four(4) sloped panels across Seating Areas, using fabric "Herculite 20", is:

$ 15,239.20
1,066.74 P.S.T. if applicable

$ 16,305.94

2. Total Cost to cover the same Areas as above, using fabric "Herculite 60", is:

$ 16,871.25
1,180.98 P.S.T. if applicable

$ 18,052.23

We look forward to hearing from you concerning this quote in the near future.

Sincerely,

Peter Bosscher

PB/mb

Copps Coliseum
Victor K. Copps
Trade Centre Arena

Attachment 4.1
Organization —
requests

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416-526-4450

MEMORANDUM

FOR ACTION: [X] **FOR INFORMATION:** [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart

COPIES TO: Mr. B. Conacher

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1986 August 21

SUBJECT: Requests from service organizations with regard to placing their respective logos and messages on the Coliseum ice surface.

RECOMMENDATION:

That 1) No action be taken with regard to placing logos or messages on the ice surface at Copps Coliseum.

2) Consideration be given to advertise messages from charitable organizations where applicable and do not interfere with the licencing and use of Copps Coliseum and the message centre.

M E M O R A N D U M from

COPPS COLISEUM

BACKGROUND:

The Director of Copps Coliseum has received letters from The United Way and the Big Brother's Association to place their logos or messages on the ice surface at Copps Coliseum. We have also received similar requests from the Heart Fund, Kidney Foundation, etc.

It would be impossible to meet all of these requests due to the scheduling of events, the time it would take to put the logos or messages in and remove them, ie. shaving the ice, rebuilding the ice, etc.

However, it is possible during events to print their messages when time permits on the message centre.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

attchm.

RECEIVED

United Way
OF BURLINGTON
HAMILTON WENTWORTH

Rebecca Street
Hamilton, Ontario L8R 1B9
(416)527-4543

June 11, 1986

Copps Coliseum
101 York Blvd.
Hamilton, Ontario
L8R 3L4

Attention: John Crane - General Manager

Dear Mr. Crane:

I understand you have had some previous conversations with Mr. McDowell, of the Chamber of Commerce, about the potential of putting the United Way Logo on Copps Coliseum ice during campaign time. We would like to pursue this with you further.

Since we have shortened campaign time this year, we feel the exposure we would gain through your assistance would be of enormous value to us. Campaign time this year runs from October 1 to November 15, 1986.

Just for your information, the United Way of Burlington, Hamilton-Wentworth is the largest local fund raiser helping over 53 community agencies with the help of organizations such as yours, we strengthen the community.

Understanding this may have to go to your Board we would be prepared to assist in any way we can. Please let us know if there is anything further you will need from us to allow this to happen. Feel free to contact Jim McDowell (522-1151) or myself at Bell Canada (526-5670).

Look forward to hearing from you.

Sincerely,
M. Conoley per Vicky Barrett.

Mike Conoley
1986 Campaign Chairman

cc. J.McDowell - 1986 Promotions Chairman
Kim Worobel - Marketing Director

M-KW-01.LC

Big Brother Association
of Hamilton and District
639 Main Street East, Hamilton, Ontario L8M 1J4 Telephone 525-3860

Norman Hall

July 3rd, 1986.

Mr. John Crane, Director
Copps Coliseum
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Dear Mr. Crane,

Every year the number of father-absent boys in the Hamilton-Wentworth, Burlington area grows at an astonishing rate. Our Association can't keep pace in its recruitment of Big Brothers without strong support from the community.

Today, more than 200 boys are waiting for a Big Brother. We have a planned strategy to cut into this waiting list, and believe Copps Coliseum can play a vital role in delivering our message.

We realize the limitations which must limit your work with organizations such as ours, but we do hope our idea is satisfactory.

Our proposal to you is that during all or part of September, 1986 a message about Big Brothers be printed on the ice surface. Please note September is International Big Brother Month.

.../2

PRESIDENT
Greg Eade
PAST PRESIDENT
Jeff Young
VICE-PRESIDENTS
Jack Hazzard, Service
Fred Gorman, External Relations
Juanita Meyer, Fund Raising
SECRETARY-TREASURER
Mike Kucanszky

DIRECTORS
Karen Balok
Lorne Bergeron
Steve Boccadoro
William Cox
Mal Davidson
Sue Drawbell
Bev Glover
Jane Haste
Murray Hyslop
Bill Knapp
Irene Lott
Rick Moulden
Tom Oelkuch
James Playfair
Mark Pompon
Ross Robinson
Bev Venton
Nick Zoccano

HONORARY PATRONS
Mayor and Mrs. R. Morrow

SUPPORT OUR BUILDING CAMPAIGN

Attachment 4.3
—Board of Ed.
request

The Board of Education for the City of Hamilton

100 MAIN STREET WEST, P.O. BOX 558
HAMILTON, ONTARIO, CAN. L8N 3L1
TELEPHONE (416) 527-5092

July 15, 1986

Mr. John Crane
General Manager
Victor K. Copps Arena/Trade Centre
101 York Blvd.
Hamilton, Ontario

Dear Mr. Crane:

Further to our conversation July 14, I would like to request ice time at Copps Coliseum for the 1988 Ontario Federation of School Athletic Association (OFSAA) Provincial Championship in March of 1988.

Eighteen of Ontario's best high school teams will compete for provincial honours in the three day tournament being hosted at several rinks in Hamilton, March 26-28, 1988. The tournament structure provides for pool play during the first two days culminating on Saturday the 28th with the gold and bronze medal games. It is these games we would like to play in the Coliseum.

It is anticipated at this time that we would require use of the building from 12 noon until 6:00 p.m. on March 28. During that time, the bronze and gold medal games will be played back to back.

Coinciding with the request is a further request for financial assistance to offset the costs incurred with a facility of this type. While the organizing committee realize the financial obligation we are undertaking by pursuing ice time at the Coliseum, we feel that if the time is made available and if any financial assistance is granted, the success of the tournament will be assured.

A tournament of this magnitude can only benefit from having its premier games played in a facility such as Copps Coliseum. As well, I'm certain that, if approval is given to these requests, the end result will reflect positively on Copps Coliseum and the City of Hamilton.

Although March of 1988 seems a long way off, we will be adding to our organizing committee this September and begin working on the details of the tournament. A response to this request in the near future would greatly assist our planning process.

Sincerely,

Chris Newman

Chris Newman,
Sports Convenor

CN/pd

We hope you will consider this proposal at your earliest convenience. Should you have any questions or wish to discuss alternatives, please call myself, or Tim Gall at the Big Brother Office.

Sincerely,

N. Davidson

NAT DAVIDSON
Chairman
Promotion Sub-Committee

ND:jr

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

Attachment 2.2
Booking
Confirmation

101 York Boulevard
Hamilton Ontario
Canada L8R 3L4

Tel 416/526-4450

COPPS COLISEUM

BOOKING CONFIRMATION

ISSUE DATE: JULY 24, 1986

EVENT	:	"Torvill & Dean - The World Tour"
EVENT DATE	:	Sunday, September 14, 1986
EVENT TIME	:	8:00 p.m.
TICKET PRICES	:	$19.50 / $16.50 Taxable
PROMOTER/CONTACT	:	Donald Ross Tarlton, Donald K. Donald Productions Inc., 6265 Cote-de-Liesse, Suite 200, St. Laurent, Montreal, Quebec. H4T 1C3 514-735-2724
EVENT ANNOUNCEMENT	:	Tuesday, August 5, 1986
TICKETS ON SALE	:	Tuesday, August 5, 1986
TICKET MANIFEST	:	$19.50 - All lower tier seats - First 13 rows of upper tier seats $16.50 - Last 4 rows of upper tier seats Please make the following seats "unavailable": - Section 210, Row 16, Seats 4 to 11 - Section 210, Row 17, Seats 5 to 12 - Section 101, Rows 10, 11, 12, All Seats - Section 102, Rows 1 through 12, Seats 1 to 4 - Section 128, Rows 1 through 12, Last 4 Seats
COMMENTS	:	House seats apply.
	:	Hockey selling plan.
	:	Please hold 250 seats for possible use by D.K.D.

..../2

COMMENTS : (Continued)

: Ticket header is to read:

"TORVILL & DEAN - THE WORLD TOUR"

Copps Coliseum

Sunday, September 14th, 1986, 8:00 p.m.

: Credit Card sales accepted.

CIRCULATION : City Council
: HECFI Board of Directors
: B. Conacher, Managing Director/Chief Executive Officer, HECFI
: F. Bogden, Director of Marketing, HECFI
: J. Crane, Director, Copps Coliseum
: T. Burrows, Director, Hamilton Place
: B. Penfold, Director, Hamilton Convention Centre
: J. Leuser, Director, Finance & Administration, HECFI
: R. DiFilippo, Comptroller, HECFI
: B. Calder, Manager, Plant and Building Operations, Copps Coliseum
: J. Elder, Events Manager, Copps Coliseum
: N. Marshall, Public Relations/Promotions Consultant
: C. Spencer, Box Officer Manager, HECFI
: C. Sisco, BASS Representative
: L. Stewart, Secretary, Copps Coliseum Committee
: B. Fletcher, Security Supervisor
: Security
: Reception

: Donald Ross Tarlton, D.K.D. Productions Inc.

Copps Coliseum
Victor K. Copps
Trade Centre, Arena

Wall of Fame

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel 416/526-4450

"WALL OF FAME" ORGANIZATIONAL MEETING

AT COPPS COLISEUM, JULY 21, 1986

Present : Dick Beddoes, CHCH-TV
: Gerry Ormond, Hamilton Spectator
: Marty Tammer, Hamilton Spectator
: Brian Fisher, CHAM
: Jack Pelech
: Les Prince, McMaster University
: Wes Hicks, Mohawk College
: Bob Hanley Sr.
: Norm Marshall

Regrets : Gary Summers, CKOC
: Perc Allen, CHML
: Ron Weston

This first meeting of a group of interested representatives of the media, the academic community and Hamilton sportsmen was called to discuss a campaign to institute in Copps Coliseum, Hamilton, two projects generally described as "Walls of Fame". Les Prince suggested that a gallery of pictures be installed on the walls of the concourse level. These pictures would depict the sports history of the Hamilton area.

It was suggested that, perhaps, this history could be broken down into categories - sport, era, etc.

Gerry Ormond, acting chairman, also led a discussion on the possibility (as suggested earlier) that a "Media Wall of Fame" be instituted in the Coliseum's media lounge and communications centre. This would honour media personalities who have contributed to the sports life of the community.

Dick Beddoes suggested a companion grouping of pictures of non-Hamilton media personalities who have covered major events in this community. Examples: Jim Vipond, Jim Coleman, Ted Reeve, etc.

The chairman then established two special committees, one to research the concept of and possible material for the concourse Wall of Fame proposal and one to administer the sports media project in the Coliseum media lounge. They are as follows:

..../2

Research Committee

Marty Tammer, Chairman
Gerry Ormond
Dick Beddoes
Les Prince
Wes Hicks
Brian Henley
Jack Pelech
Ron Weston

Sports Media

Norm Marshall, Chairman
Perc Allen
Gary Summers
Bob Hanley
Dick Beddoes
Bill Sturrup
Brian Fisher

The group also discussed possible financial assistance from the City, Stelco, Dofasco, the "Framing Experience", etc.

Norm Marshall explained that the final proposals from this group must go forward to John Crane, Coliseum Director, who would, in turn, submit his recommendation to the Arena committee for eventual approval. He also stated that Aldermen John Gallagher and Tom Murray have been enthusiastic proponents of the concept from the beginning.

The next meeting has been set for September 9th. Details will be finalized later.

Any questions, please contact Norm Marshall (527-7900).

Norm

NM:mgm

Norm Marshall.

Distribution: All Present
B. Conacher, Managing Director/Chief Executive Officer, HECFI
F. Bogden, Director of Marketing, HECFI
J. Crane, Director, Copps Coliseum
J. Tsao, Marketing Representative, Copps Coliseum

FORUM

Billy Sherring winning 1906 Olympic marathon

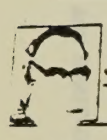
Norman 'Pinky' Lewis

1908 Olympic sprint winner Bobby Kerr

World record setter Dan Sherry

NOV 6 1985

Let's line arena halls with sports stars



Jerry Ormond

HAMILTONIANS MAY have gone and done something they didn't realize they were doing.

They did it when they built the Victor K. Copps Trade Centre Arena, better known as the Copps Coliseum.

Beautiful place, that Copps Coliseum. I toured it the other day and without a doubt, it is Big Time.

It's a big place with hallways going all over it. Hallways with 30-foot high walls, nice light-brown and cream-colored cement block walls, hallways of walls, standing there, staring us in the face.

Naked.

Hamiltonians built a first-class facility for hockey or whatever when they constructed the place. And yes, maybe they built something else.

Maybe they built a Hamilton Sports Hall of Fame.

That's where those big blank walls come in.

Why not honor our sports heroes by turning those blank walls into a "walkway of stars"?

Why not honor our heroes by placing photos, oil paintings, memorabilia or whatever of them in the halls of the Copps Coliseum? This place is destined to become the city's sports centre and Hamilton has no shortage of sports heroes.

Heroes galore

I'll just touch the surface.

How about a large oil painting of Hamilton's Billy Sherring? Perhaps a local artist could work from the photograph (we have a copy of it here at The Spectator) of Sherring, being accompanied by Crown Prince Constantine of Greece as he crossed the finish line to win the marathon run at the 1906 Greek International Games — an unofficial Olympic Games. Sherring, at 112 pounds, was a wisp of a man but a behemoth in the annals of Hamilton sports history.

How about Jake Gaudaur? The former Tiger-Cat became Commissioner of the Canadian Football League but before that he was a world champion sculler.

Jimmy Thompson, Hamilton's Mr. Swimming was coach at the Hamilton Aquatic Club whose swimmers brought some 100-odd national titles to the city.

Speaking of swimmers, how about Dan Sherry and Tom and George Park, Shirley Jones, Irene Barr and another Irene, diver Irene MacDonald who made every Canadian international swimming team from 1954 to 1960.

Then there's Jackie Callura, Hamilton's only world boxing champion. In 1943, Callura stopped Jackie Wilson in Providence, Rhode Island, to win the featherweight title.

Basketball? Well for starters, there were a couple of teams from the Hamilton YMCA that became Dominion champs in 1905-06 and again in 1921-22.

How about a photograph of Hamilton's 1961-62 junior hockey team? Our Red Wings were Memorial Cup winners.

And Hamilton's Tattered Tabbies of 1946 were eastern Canadian senior hockey champs and Allan Cup finalists with Art Childs, Dillon Brady, Johnny Conick, Polly Mioclnovich, and the rest. And we had an Allan Cup winner — the Hamilton Hockey Club — back in 1918-19.

And the other Hamilton Tigers, Hamilton's senior lacrosse Tigers of 1933, brought the Canadian championship and the Mann Cup to the city. And the 1948 Tigers did the same thing.

The promoters

Find a spot for M.M. (Bobby) Robinson, 'Paddy' Cline, Sam Manson, Bernie Arbour, 'Cap' Cornelius, Ivor Wynne, Art Mullen, 'Pinky' Lewis and numerous others who promoted sports in the city.

The Gordon Campbell rink from the Hamilton Thistle Club. Back in 1935, Campbell along with his brothers, Don and Duncan, and Gord Coates won the Canadian curling championship. It's the only time a local rink has won the 'Brier'.

How about a couple of kids' baseball teams from Stoney Creek, Canadian champs who went to the Little League World Series in 1962 and 1965? And the Glanbrook Lions, who carried Canada's colors to the Little League World Series this year?

How about Nick Weslock, winner of countless provincial and national amateur golf titles? And Dick Borthwick, the 1949 CPGA champ? And Claude Paturnore, who has won numerous Canadian, American and international titles in blind golfing?

The legendary Cahadian Indian runner, Tom Longboat. He was from the Six Nations Reserve but close enough to be considered to be a Hamiltonian. Winner of the 1907 Boston Marathon. And Harold Webster, winner of the 1934 British Empire Games Marathon and represented Canada at the 1928, '32 and '36 Olympics.

Then, of course, there is Bobby Kerr, gold medal winner of the 200 metre run in the 1908 Olympics. And runners Phil Edwards and Ray Lewis, Olymic medals winners in '28 and '32.

Add the name of Hamilton native Linda Thom, Gold medal pistol shooter in the 1984 Olympics.

Heck, look at the great Hamilton names in Canadian football. I haven't even touched them. Or those in a host of other sports.

I've just touched the surface. There are probably hundreds and hundreds of others who have brought national and/or international sporting titles to Hamilton.

Why not get 'em together, side by side, in Hamilton's sporting centre?

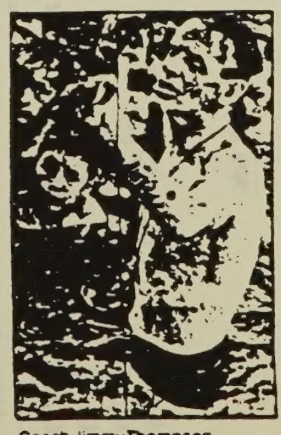
Hamilton's famous Football Hall of Fame is nine-tenths full of out-of-towners. Be kinda nice if we had a 'hall' honoring the homebrews.

Remember, the Copps Coliseum is yours. You paid for it.

Why not use it?

World champ Jackie Callura

Curlers Gordon, Don and Duncan Campbell and Gord Coates



Coach Jimmy Thompson

1984 gold medalist Linda Thom.

Golfing champ Dick Borthwi

1956 Olympic bronze medal winner Irene MacDonald

Attachment 4.4
Unaudited Results
for Copps Coliseum

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		CORPORATE (COMMON TO THREE FACILITIES)		CONSOLIDATED			
	The Seven Month Period Ended July 31, 1986		The Seven Month Period Ended July 31, 1986		The Seven Month Period Ended July 31, 1986		The Seven Month Period Ended July 31, 1986		The Seven Month Period Ended July 31, 1986		Annual Budget For 1986	% of 1986 Annual Budget Spent or Achieved
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
Revenue	$ 969,925	1,189,430	818,600	742,726	920,250	947,752	312,341	306,008	3,021,116	3,185,916	$ 5,688,340	56.0
Expenditures	1,197,939	1,339,740	1,114,240	1,055,953	920,024	822,311	1,323,457	1,002,154	4,555,660	4,220,158	8,120,910	52.0
Excess of Expenditures Over Revenue From Operations	228,014	150,310	295,640	313,227	(226)	(125,441)	1,011,116	696,146	1,534,544	1,034,242	2,432,570	42.5
Contribution from the City of Hamilton	228,014	228,014	295,640	295,640	(226)	(226)	1,011,116	1,011,116	1,534,544	1,534,544	2,432,570(1)	63.1
Budgetary Surplus	$ NIL	77,704	NIL	(17,587)	NIL	125,215	NIL	314,970	NIL	500,302	$ NIL	
LESS Budgetary Surplus @ June 30, 1986		94,099		(13,400)		106,857		283,140		470,696		
Budgetary Surplus Increase <Decrease> Over Previous Month		(16,395)		(4,187)		18,358		31,830		29,606		

(1) Includes the 1985 surplus of $278,000 carried forward to 1986.

THE HAMILTON-ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
REVENUE:						
RENTALS, LICENCE FEES AND SHOW REVENUES	$ 891,500	41,000	460,500	66,891	$ 538,323	60.4
FOOD AND BEVERAGE CONCESSIONS	380,000	17,000	195,800	5,554	136,472	35.9
RECOVERIES	455,700	20,900	235,100	41,908	259,572	57.0
OTHER	60,000	4,950	28,850	1,351	13,385	22.3
	$ 1,787,200	83,850	920,250	115,704	$ 947,752	53.0
EXPENDITURES:						
ADMINISTRATION	$ 320,580	26,491	186,591	27,552	$ 180,747	56.4
MAINTENANCE	562,180	38,354	312,454	41,552	225,471	40.1
EVENT PLANNING/OPERATIONS	566,590	43,037	322,937	27,707	272,460	48.1
IATSE PAYROLL	-	-	-	25,543	29,808	-
SECURITY	184,460	10,142	98,042	9,166	113,825	61.7
	$ 1,633,810	118,024	920,024	131,520	$ 822,311	50.3
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$ (153,390)	34,174	(226)	15,816	$ (125,441)	81.8

NOTE: The revenue and expenditure detail on the above balances is provided on the following pages.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
REVENUE - 8306						
10 RENTALS, LICENCE FEES AND SHOW REVENUES						
01 NHL HOCKEY	$ 17,500	-	-	-	$ -	-
02 OHL HOCKEY	95,000	-	50,000	-	45,700	48.1
03 OTHER HOCKEY	54,000	-	42,000	-	32,246	59.7
04 BASKETBALL	24,000	-	-	-	16,223	67.6
05 BOXING	12,000	-	6,000	-	-	-
06 WRESTLING	45,000	-	22,500	13,650	46,281	102.8
07 OTHER SPORTS	6,000	-	6,000	-	21,000	350.0
08 CONCERTS	250,000	-	165,000	-	166,194	66.5
09 FAMILY SHOWS	78,000	21,000	54,000	-	78,971	101.2
10 TRADE AND CONSUMER SHOWS	75,000	-	50,000	-	18,000	24.0
11 CONVENTIONS	20,000	20,000	20,000	24,000	24,000	120.0
12 OTHER EVENTS	90,000	-	35,000	27,000	73,005	81.1
13 CASUAL ICE RENTAL	-	-	-	-	-	-
14 HOCKEY CLOCK/MESSAGE SIGN/ SOUND SYSTEM RENTALS	20,000	-	10,000	1,149	8,419	42.1
15 STAGE/ TABLES, CHAIRS AND EQUIPMENT RENTALS	-	-	-	1,092	8,284	-
16 DISPLAY ADVERTISING RENTALS	20,000	-	-	-	-	-
17 RETAIL SPACE	10,000	-	-	-	-	-
20 PROMOTIONS/CO-PROMOTIONS	-	-	-	-	-	-
21 PRIVATE BOXES	75,000	-	-	-	-	-
ACTIVITY TOTAL	$ 891,500	41,000	460,500	66,891	$ 538,323	60.4

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
20 FOOD AND BEVERAGE CONCESSIONS						
10 COMMISSIONS EARNED FROM CONCESSIONAIRE	$ 380,000	17,000	195,800	5,554	$ 136,472	35.9
ACTIVITY TOTAL	$ 380,000	17,000	195,800	5,554	$ 136,472	35.9
55 RECOVERIES						
58 RECOVERIES-JANITORIAL SERVICES	$ -	-	-	-	$ 1,740	-
59 RECOVERIES-SECURITY SERVICES	137,060	6,300	70,700	5,832	66,363	48.4
60 RECOVERIES-STAGE HANDS' SERVICES	-	-	-	26,687	31,040	-
62 RECOVERIES-USHERS/TICKET TAKERS' SERVICES	211,560	9,700	109,150	2,309	78,524	37.1
63 RECOVERIES-RINK ATTENDANTS /EVENT SET UP	30,520	1,400	15,750	1,058	28,350	92.9
64 RECOVERIES-OTHER LABOUR	15,000	700	7,750	1,952	21,916	146.1
99 RECOVERIES-OTHER SERVICES AND COSTS	61,560	2,800	31,750	4,070	31,639	51.4
ACTIVITY TOTAL	$ 455,700	20,900	235,100	41,908	$ 259,572	57.0
60 OTHER REVENUE						
50 REBATES/COMMISSIONS FROM SHOW SERVICE AND ELECTRICAL SUPPLIERS	$ -	-	-	-	$ -	-
51 COMMISSION-SOUVENIR, PROGRAMMES, ETC.	30,000	3,400	13,100	-	-	-
55 BELL CANADA COMMISSION	1,000	80	530	17	335	33.5

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
60 ADMINISTRATION FEES	25,000	1,150	12,900	919	11,756	47.0
99 MISCELLANEOUS	4,000	320	2,320	415	1,294	32.4
ACTIVITY TOTAL	$ 60,000	4,950	28,850	1,351	$ 13,385	22.3
COPPS COLISEUM REVENUE TOTAL	$ 1,787,200	83,850	920,250	115,704	$ 947,752	53.0

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
EXPENDITURES - 8360						
01 ADMINISTRATION						
01 SALARIES AND WAGES	$ 194,350	16,196	113,396	16,890	$ 111,755	57.5
02 TEMPORARY HELP-OFFICE	3,080	140	1,590	-	-	-
04 LONG TERM DISABILITY PREMIUM	3,730	311	2,186	539	2,154	57.7
05 PENSIONS	12,330	1,028	7,178	1,164	8,325	67.5
07 UNEMPLOYMENT INSURANCE	3,570	298	2,098	313	2,421	67.8
08 MEDICAL AND HOSPITAL	6,340	528	3,678	503	3,467	54.7
10 GROUP LIFE INSURANCE	1,920	160	1,110	151	1,037	54.0
11 TELEPHONE	5,000	417	2,917	1,235	5,860	117.2
16 POSTAGE	500	42	292	36	117	23.4
21 OFFICE SUPPLIES AND STATIONARY	7,000	583	4,083	453	5,539	79.1
31 REPAIRS AND MAINTENANCE-OFFICE EQUIPMENT	500	42	292	105	140	28.0
42 INSURANCE	60,000	5,000	35,000	5,000	35,000	58.3
68 OPERATING PURCHASES AND SERVICES	2,500	100	1,275	40	505	20.2
71 OFFICE EQUIPMENT	1,000	83	583	-	-	-
81 RENTAL-CAR POOL	6,500	542	3,792	119	205	3.2
83 RENTAL-OFFICE EQUIPMENT	-	-	-	-	73	-
86 RENTAL-OFFICES	-	-	-	-	(206)	-
91 TRAVELLING	6,600	550	3,850	848	1,796	27.2
93 MEMBERSHIPS AND SUBSCRIPTIONS	1,660	138	938	-	1,069	64.4
94 TRAINING COURSES	2,500	208	1,458	25	713	28.5
96 MEETING AND ENTERTAINMENT EXPENSES - GENERAL MANAGER	1,500	125	875	131	777	51.8
ACTIVITY TOTAL	$ 320,580	26,491	186,591	27,552	$ 180,747	56.4

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

Description		Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
10	**MAINTENANCE**						
01	SALARIES AND WAGES	$ 33,860	2,822	19,772	-	$ -	-
04	LONG TERM DISABILITY PREMIUM	730	61	411	-	-	-
05	PENSIONS	2,400	200	1,400	-	73	3.0
07	UNEMPLOYMENT INSURANCE	780	65	465	-	22	2.8
08	MEDICAL AND HOSPITAL	1,650	138	938	-	60	3.6
10	GROUP LIFE INSURANCE	300	25	175	-	-	-
13	WATER AND SEWER-SURCHARGE	8,500	400	4,400	972	15,642	184.0
17	WINDOW CLEANING	10,000	833	5,833	-	6360	63.6
18	GARBAGE DISPOSAL	8,000	667	4,667	614	2,834	35.4
19	CONTRACTUAL SERVICES-VARIOUS	3,500	292	2,042	98	1,117	31.9
20	CONTRACTUAL SERVICES-CLOCKS	660	55	405	-	-	-
22	CLEANING AND WASHROOM SUPPLIES	33,000	1,550	17,050	2,787	10,907	33.1
23	OPERATING SUPPLIES	5,000	235	2,585	68	3,773	75.5
24	SOUND SYSTEMS PURCHASES & SERVICES	-	-	-	-	321	-
25	GASOLINE AND OTHER FUELS	5,000	417	2,917	-	14	0.3
26	OIL AND LUBRICANTS	500	42	292	-	(59)	-
29	DECORATIONS	-	-	-	11	11	-
30	SMALL TOOLS	500	42	292	-	279	55.8
31	REPAIRS AND MAINTENANCE - COORDINATED BY CENTRAL UTILITIES	68,000	5,667	39,667	29,684	34,864	51.3
32	REPAIRS AND MAINTENANCE-GROUNDS	27,000	2,250	15,750	229	10,816	40.1
33	REPAIRS AND MAINTENANCE-BUILDING	40,000	3,333	23,333	-	13,614	34.0
34	REPAIRS AND MAINTENANCE-LIGHTING	15,000	1,250	8,750	-	1,006	6.7
35	REPAIRS AND MAINTENANCE-ELECTRICAL	20,000	1,667	11,667	1,588	8,176	40.9
37	MAINTENANCE-GENERAL CLEANING	186,800	8,760	96,560	5,466	109,530	58.6
38	MATERIALS AND SUPPLIES-ZAMBONI, FORKLIFT	3,000	250	1,750	93	1,013	33.8
39	REPAIRS AND MAINTENANCE-ELEVATORS/ ESCALATORS	46,000	3,833	26,833	150	4,294	9.3
40	REPAIRS AND MAINTENANCE-ELECTRONIC SIGNS	14,000	167	8,167	-	-	-

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

Description		Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
41	REPAIRS AND MAINTENANCE-INTERCOM, PAGING, PA	8,000	667	4,667	-	118	-
42	REPAIRS AND MAINTENANCE-FIRE PROTECTION EQUIPMENT	7,000	583	4,083	337	337	4.8
43	REPAIRS AND MAINTENANCE-RADIO EQUIPMENT	1,000	83	583	-	-	-
44	REPAIRS AND MAINTENANCE-AUTOMOTIVE EQUIPMENT	3,000	250	1,750	-	114	3.8
45	REPAIRS AND MAINTENANCE-OTHER EQUIPMENT	7,000	583	4,083	(545)	164	2.3
68	OPERATING PURCHASES AND SERVICES	2,000	167	1,167	-	-	-
81	RENTAL - CAR POOL	-	-	-	-	71	-
	ACTIVITY TOTAL	$ 562,180	38,354	312,454	41,552	$ 225,471	40.1
16	**EVENT PLANNING/OPERATIONS**						
01	SALARIES AND WAGES	$ 102,600	8,550	59,850	6,675	$ 43,881	42.8
02	WAGES-UNION	108,600	9,050	63,350	11,388	74,045(1)	68.2
03	PART-TIME USHERS/TICKET TAKERS	169,600	14,133	98,933	893	63,021(1)	37.2
04	LONG TERM DISABILITY PREMIUM	4,520	377	2,627	630	2,136	47.3
05	PENSIONS	18,470	1,539	10,789	1,373	8,909	48.2
07	UNEMPLOYMENT INSURANCE	11,980	998	6,998	488	4,485	38.9
08	MEDICAL AND HOSPITAL	11,520	960	6,760	958	5,433	47.2
09	PART-TIME RINK ATTENDANTS/ EVENT SET UP	30,000	1,400	15,500	71	29,472(1)	98.2
10	GROUP LIFE INSURANCE	1,870	156	1,106	230	915	48.9
22	LAUNDRY	9,600	450	4,950	-	2,405	25.1
23	OPERATING SUPPLIES	5,000	417	2,917	366	1,637	32.7
27	UNIFORMS, CLOTHING AND ACCESSORIES	15,630	1,303	9,103	368	1,500	9.6

(1) Partially recoverable - see revenue section

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM

	Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
28	FIRST AID SUPPLIES	200	17	117	11	11	5.5
68	OPERATING PURCHASES AND SERVICES	75,000	3,520	38,770	4,256	33,925	45.2
82	RENTAL-OPERATING EQUIPMENT	2,000	167	1,167	-	685	34.3
	ACTIVITY TOTAL	$ 566,590	43,037	322,937	27,707	$ 272,460	48.1
17	**I.A.T.S.E. PAYROLL**						
05	PENSIONS	$ -	-	-	1,800	$ 2,141	-
07	UNEMPLOYMENT INSURANCE	-	-	-	429	550	-
09	WAGES - PART-TIME STAGE HANDS	-	-	-	23,314	27,117	-
	ACTIVITY TOTAL	$ -	-	-	25,543	$ 29,808(1)	-
18	**SECURITY**						
01	SALARIES AND WAGES	$ 31,360	2,613	18,313	2,759	$ 18,076	57.6
02	PART-TIME EVENT SECURITY	73,400	3,440	37,940	2,921	48,837(1)	66.5
04	LONG TERM DISABILITY PREMIUM	670	56	356	97	243	36.3
05	PENSIONS	3,410	284	1,984	191	1,536	45.0
07	UNEMPLOYMENT INSURANCE	3,190	266	1,866	51	989	31.0
08	MEDICAL AND HOSPITAL	1,650	138	938	79	553	33.5
10	GROUP LIFE INSURANCE	280	23	173	22	147	52.5
20	CONTRACTUAL SERVICES-SECURITY	70,000	3,280	36,180	3,000	43,056	61.5
23	OPERATING SUPPLIES	500	42	292	46	388	77.6
	ACTIVITY TOTAL	$ 184,460	10,142	98,042	9,166	$ 113,825	61.7
	COPPS COLISEUM EXPENDITURES TOTAL	$ 1,633,810	118,024	920,024	131,520	$ 822,311	50.3

(1) Fully recoverable - see revenue section.

CONFIDENTIAL

COPPS COLISEUM EVENT REVENUE REPORT
JULY 1 - 31, 1986

	DATE	EVENT	ATTENDANCE	GROSS TICKET SALES	BASIC BUILDING FEE	BOX OFFICE FEE	EVENT CHARGES	FOOD & BEVERAGE CONCESSIONS
1.	July 3-6	Jehovah's Witnesses	# 44,000	$ -	$24,000.00	$ -	$ 2,840.39	$ 472.50
2.	July 13	W.W.F. Wrestling	9,175	125,104.50	13,650.58	3,412.65	5,955.08	4,689.94
3.	July 16-18	ABC Films - Amerika	-	-	27,000.00	-	43,295.65	409.50
		Adjustment re: prior month						(18.00)
		TOTAL	**# 53,175**	**$125,104.50**	**$ 64,650.58**	**$ 3,412.65**	**$52,091.12**	**$ 5,553.94**

Prepared by: Mrs. Lisa Robinson, C.A.
Accounting Supervisor

CONFIDENTIAL

COPPS COLISEUM EVENT REVENUE REPORT SUMMARY
JANUARY - JULY 1986

MONTH	NUMBER OF EVENTS	ATTENDANCE	GROSS TICKET SALES	BASIC BUILDING FEE	BOX OFFICE FEE	EVENT CHARGES	FOOD & BEVERAGE CONCESSIONS
JANUARY	#16	#120,462	$1,050,193.85	$ 99,929.01	$ 21,791.35	$74,778.03	$41,973.71
FEBRUARY	16	97,414	1,281,466.75	150,470.23	32,037.77	73,532.23	35,775.94
MARCH	11	57,360	395,348.00	52,968.89	7,286.64	28,309.19	21,833.15
APRIL	6	64,865	1,064,037.50	115,528.50	27,567.26	46,104.65	24,018.82
MAY	2	7,531	114,178.00	15,813.96	3,337.82	10,097.06	2,095.12
JUNE	2	10,735	185,495.50	22,259.46	5,564.87	12,962.89	1,972.92
JULY	3	53,175	125,104.50	64,650.58	3,412.65	52,091.12	5,553.94
YEAR-TO-DATE:	**#56**	**#411,542**	**$4,215,824.10**	**$521,620.63**	**$100,998.36**	**$297,875.17**	**$133,223.60**

Prepared by: Lisa Robinson, C.A.
Accounting Supervisor

Attachment V.5
—Unaudited Results
for C.U.P.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE SEVEN MONTH

PERIOD ENDED JULY 31, 1986

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
EXPENDITURES:						
OPERATIONS	$ 532,000	44,490	310,490	43,441	325,823	61.2
RECOVERY FROM USERS	(544,980)	(42,000)	(351,900)	(37,223)	(295,937)	54.3
MAINTENANCE	594,050	49,504	346,504	34,932	310,769	52.3
CITY HALL	225,760	22,976	132,476	29,482	154,478	68.4
HAMILTON CENTRAL LIBRARY	260,740	17,346	171,346	22,371	160,103	61.4
HAMILTON FARMERS MARKET	33,330	2,300	21,900	2,634	21,126	63.4
HAMILTON CONVENTION CENTRE	224,680	7,250	130,950	12,827	145,585	64.8
HAMILTON PLACE	253,110	9,358	159,758	14,898	175,075	69.2
COPPS COLISEUM	497,000	28,500	265,700	23,375	193,892	39.0
PEDESTRIAN ARCADE/OVERPASS	40,900	2,841	24,241	2,409	19,561	47.8
ONTARIO GOVERNMENT BUILDING	214,530	15,000	124,400	14,163	114,619	53.4
PARKING AUTHORITY - UNDERGROUND	96,300	5,100	66,300	6,661	59,511	61.8
ART GALLERY	118,110	7,200	75,200	7,894	62,046	52.5
EXPENDITURES TOTAL	$ 2,545,530	169,865	1,477,365	177,864	$ 1,446,651	56.8
MUNICIPAL CONTRIBUTION	$ 2,545,530	169,865	1,477,365	169,865	1,477,365	58.0
BUDGET SURPLUS (DEFICIT)	$ NIL	NIL	NIL	(7,999)	$ 30,714	

NOTE: The expenditures detail on the above balances is provided on the following pages.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
EXPENDITURE						
01 OPERATIONS						
01 SALARIES AND WAGES	$ 302,990	25,249	176,749	24,872	$ 194,174	64.1
04 LONG TERM DISABILITY PREMIUM	6,370	531	3,731	1,492	4,911	77.1
05 PENSIONS	21,410	1,784	12,484	3,388	15,780	73.7
06 WORKERS' COMPENSATION	3,000	250	1,750	87	235	7.8
07 UNEMPLOYMENT INSURANCE	7,150	596	4,196	1,228	5,615	78.5
08 MEDICAL AND HOSPITAL	14,800	1,233	8,633	2,679	11,945	80.7
09 MEAL ALLOWANCES	100	8	58	20	65	65.0
10 GROUP LIFE INSURANCE	2,640	220	1,520	612	2,145	81.3
11 TELEPHONES	3,110	259	1,809	209	2,449	78.7
13 WATER RATES AND SEWER SURCHARGE	6,800	567	3,967	622	5,636	82.9
20 CONTRACTUAL SERVICES-CLOCKS	680	57	407	-	315	46.3
21 OFFICE SUPPLIES AND STATIONERY	210	175	275	6	217	103.3
22 CLEANING SUPPLIES	420	35	235	261	443	105.5
23 OPERATING SUPPLIES	9,640	803	5,603	1,428	8,257	85.7
25 GASOLINE AND OTHER FUELS	2,940	245	1,695	-	576	19.6
27 UNIFORMS, CLOTHING AND ACCESSORIES	500	42	292	-	560	112.0
30 SMALL TOOLS	350	29	229	-	279	79.7
31 REPAIRS AND MAINTENANCE-EQUIPMENT	52,470	4,205	29,455	1,213	31,731	62.9
33 REPAIRS AND MAINTENANCE-BUILDINGS	4,900	408	2,858	51	2,183	44.6
34 REPAIRS AND MAINTENANCE-LIGHTING BURL-OAK	1,280	107	757	96	675	52.7

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
35 REPAIRS AND MAINTENANCE-ELECTRICAL EQUIPMENT CIPOLLA	11,450	954	6,654	907	6,349	55.4
36 REPAIRS AND MAINTENANCE-HONEYWELL	39,000	3,250	22,750	3,246	22,722	58.3
42 INSURANCE	5,090	424	2,924	424	2,924	57.4
45 ENERGY MANAGEMENT/IMPROVEMENTS	25,000	2,083	14,583	-	-	-
68 OPERATING PURCHASES AND SERVICES	6,600	550	3,850	600	4,200	63.6
71 OFFICE EQUIPMENT	200	17	117	-	-	-
73 RADIO EQUIPMENT	2,000	167	1,167	-	706	35.3
74 FURNITURE AND FIXTURES	200	17	117	-	-	-
93 MEMBERSHIPS & SUBSCRIPTIONS	200	17	117	-	52	26.0
94 TRAINING COURSES	500	208	1,508	-	679	27.2
ACTIVITY TOTAL	$ 532,000	44,490	310,490	43,441	$ 325,823	61.2
02 RECOVERY FROM USERS						
97 ART GALLERY	$ (125,240)	(11,000)	(99,450)	(9,329)	$ (72,892)	58.2
98 ONTARIO GOVERNMENT BUILDING	(280,610)	(23,000)	(174,550)	(20,497)	(156,752)	55.9
99 PARKING AUTHORITY	(139,130)	(8,000)	(77,900)	(7,397)	(66,293)	47.6
ACTIVITY TOTAL	$ (544,980)	(42,000)	(351,900)	(37,223)	$ (295,937)	54.3
05 MAINTENANCE						
01 SALARIES & WAGES	$ 483,130	40,261	281,861	31,845	$ 279,070	57.8
02 RECOVERIES - SALARIES & WAGES	-	-	-	(2,189)	(16,275)	-
04 LONG TERM DISABILITY	10,190	849	5,949	795	3,569	35.0
05 PENSIONS	33,970	2,831	19,831	1,334	17,451	51.4
06 WORKERS COMPENSATION	3,000	250	1,750	-	-	-
07 UNEMPLOYMENT INSURANCE	11,450	954	6,654	397	6,190	54.1
08 MEDICAL AND HOSPITAL	24,660	2,055	14,355	1,103	10,363	42.0

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
10 GROUP LIFE INSURANCE	$ 4,250	354	2,454	276	1,822	42.9
16 POSTAGE	200	17	117	-	-	-
21 OFFICE SUPPLIES & STATIONARY	550	46	296	-	25	4.5
22 CLEANING SUPPLIES	380	32	232	58	234	61.6
27 UNIFORMS, CLOTHING AND ACCESSORIES	3,000	250	1,750	183	2,482	82.7
30 SMALL TOOLS	2,000	167	1,167	53	67	3.4
73 RADIO EQUIPMENT	10,000	833	5,833	476	3,382	33.8
74 FURNITURE AND FIXTURES	400	33	233	-	-	-
81 RENTAL-CAR POOL	4,270	356	2,506	-	-	-
91 TRAVELLING	1,000	83	583	601	990	99.0
93 MEMBERSHIPS AND SUBSCRIPTIONS	400	33	233	-	85	21.3
94 TRAINING COURSES	1,200	100	700	-	1,314	109.5
ACTIVITY TOTAL	$ 594,050	49,504	346,504	34,932	$ 310,769	52.3
10 CITY HALL						
14 LIGHT & POWER	$ 175,060	18,750	102,850	22,553	$ 111,727	63.8
23 OPERATING SUPPLIES (FILTERS & CHEMICALS)	11,000	917	6,417	4,738	10,933	99.4
31 REPAIRS AND MAINTENANCE-EQUIPMENT	23,180	1,932	13,532	814	22,141	95.5
36 REPAIRS AND MAINTENANCE-HONEYWELL	16,520	1,377	9,677	1,377	9,677	58.6
ACTIVITY TOTAL	$ 225,760	22,976	132,476	29,482	$ 154,478	68.4

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT

Description		Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
20	**HAMILTON CENTRAL LIBRARY**						
14	LIGHT & POWER	$ 251,790	16,600	166,100	19,768	$ 152,692	60.6
23	OPERATING SUPPLIES (FILTERS & CHEMICALS)	8,950	746	5,246	2,603	7,411	82.8
31	REPAIRS AND MAINTENANCE-EQUIPMENT	12,550	1,046	7,271	3,694	10,497	83.6
36	REPAIRS AND MAINTENANCE-HONEYWELL	23,480	1,957	13,697	1,957	13,697	58.3
99	RECOVERIES-LIBRARY (ACCT. NO. 2355-0364)	(36,030)	(3,003)	(20,968)	(5,651)	(24,194)	67.1
	ACTIVITY TOTAL	$ 260,740	17,346	171,346	22,371	$ 160,103	61.4
30	**HAMILTON FARMERS' MARKET**						
14	LIGHT & POWER	$ 33,330	2,300	21,900	2,634	$ 20,356	61.1
23	OPERATING SUPPLIES	-	-	-	-	770	-
31	REPAIRS AND MAINTENANCE-EQUIPMENT	3,800	317	2,217	652	1,798	47.3
36	REPAIRS AND MAINTENANCE-HONEYWELL	4,120	343	2,403	343	2,403	58.3
99	RECOVERIES-CITY CLERK (ACCT. NO. 0322-0733)	(7,920)	(660)	(4,620)	(995)	(4,201)	53.0
	ACTIVITY TOTAL	$ 33,330	2,300	21,900	2,634	$ 21,126	63.4
40	**HAMILTON CONVENTION CENTRE**						
14	LIGHT & POWER	$ 182,490	5,000	91,400	11,058	$ 99,863	67.7
15	FUEL (NATURAL GAS)	39,190	2,000	37,800	1,742	44,991	60.6
23	OPERATING SUPPLIES	3,000	250	1,750	27	731	24.4
31	REPAIRS AND MAINTENANCE-EQUIPMENT	14,600	1,217	8,517	330	4,104	28.1
36	REPAIRS AND MAINTENANCE-HONEYWELL	24,600	2,050	14,350	2,050	14,344	58.3

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
38 REPAIRS AND MAINTENANCE-(TEMPERATURE CONTROLS)	9,000	750	5,250	750	5,250	58.3
99 RECOVERIES-HAMILTON CONVENTION CENTRE (ACCT. NO. 8340-1031)	(48,200)	(4,017)	(28,117)	(3,130)	(23,698)	49.2
ACTIVITY TOTAL	$ 224,680	7,250	130,950	12,827	$ 145,585	64.8
50 HAMILTON PLACE						
14 LIGHT & POWER	$ 204,790	7,000	104,600	12,515	$ 106,058	67.6
15 FUEL (NATURAL GAS)	44,020	2,000	52,650	2,260	65,372	71.0
23 OPERATING SUPPLIES (FILTERS & CHEMICALS)	4,300	358	2,508	123	3,645	84.8
31 REPAIRS AND MAINTENANCE-EQUIPMENT	9,610	801	5,601	1,724	7,091	73.8
36 REPAIRS AND MAINTENANCE-HONEYWELL	10,940	912	6,382	860	6,020	55.0
99 RECOVERIES-HAMILTON PLACE (ACCT. NO. 8350-1031)	(20,550)	(1,713)	(11,983)	(2,584)	(13,111)	63.8
ACTIVITY TOTAL	$ 253,110	9,358	159,758	14,898	$ 175,075	69.2
60 COPPS COLISEUM						
14 LIGHT AND POWER	$ 380,000	20,000	169,500	19,921	$ 127,303	35.9
15 FUEL (NATURAL GAS)	75,000	5,000	71,700	2,190	59,960	60.0
23 OPERATING SUPPLIES	40,000	3,333	23,333	1,264	5,576	13.9
25 GASOLINE AND OTHER FUELS	2,000	167	1,167	-	1,053	52.7
31 REPAIRS AND MAINTENANCE-EQUIPMENT	25,000	2,083	14,583	29,684	34,864	139.5
36 REPAIRS AND MAINTENANCE-HONEYWELL	25,000	2,083	14,583	-	-	-

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT

		Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
38	REPAIRS AND MAINTENANCE-(TEMPERATURE CONTROLS)	18,000	1,500	10,500	-	-	-
99	RECOVERIES-COPPS COLISEUM (ACCT. NO. 8360-1031)	(68,000)	(5,666)	(39,666)	(29,684)	(34,864)	51.3
	ACTIVITY TOTAL	$ 497,000	28,500	265,700	23,375	$ 193,892	39.0
70	PEDESTRIAN ARCADE/OVERPASS						
14	LIGHT & POWER	$ 14,000	600	8,535	808	$ 9,147	65.3
17	CONTRACTUAL-WINDOW CLEANING	1,500	125	875	124	1,171	78.1
19	CONTRACTUAL-SECURITY	8,000	667	4,667	677	4,667	58.3
31	REPAIRS AND MAINTENACE-EQUIPMENT	1,000	83	583	-	-	-
32	REPAIRS AND MAINTENANCE-GROUNDS	1,000	83	583	-	-	-
33	REPAIRS AND MAINTENANCE-BUILDINGS	2,200	183	1,283	-	-	-
34	REPAIRS AND MAINTENANCE-LIGHTING	1,500	125	890	-	-	-
35	REPAIRS AND MAINTENANCE-ELECTRICAL	500	42	292	-	-	-
37	REPAIRS AND MAINTENANCE-GENERAL CLEANING	10,000	833	5,833	800	4,576	45.8
41	REPAIRS AND MAINTENANCE-FIRE PROTECTION EQUIPMENT	1,200	100	700	-	-	-
	ACTIVITY TOTAL	$ 40,900	2,841	24,241	2,409	$ 19,561	47.8

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT

Description		Annual 1986 Budget	Budget Operating Results For The Month of July 1986	Budget Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
86	ONTARIO GOVERNMENT BUILDING						
14	LIGHT AND POWER	$ 176,610	12,000	94,900	11,465	$ 78,701	51.9
15	FUEL (NATURAL GAS)	37,920	3,000	29,500	2,698	35,918	57.1
	ACTIVITY TOTAL	214,530	15,000	124,400	14,163	$ 114,619	53.4
90	PARKING AUTHORITY-UNDERGROUND GARAGE						
14	LIGHT & POWER	$ 77,700	3,550	55,450	5,111	$ 48,661	62.6
36	REPAIRS AND MAINTENANCE-HONEYWELL	18,600	1,550	10,850	1,550	10,850	58.3
	ACTIVITY TOTAL	$ 96,300	5,100	66,300	6,661	$ 59,511	61.8
95	ART GALLERY						
14	LIGHT & POWER	$ 97,240	6,000	58,000	6,098	$ 44,194	50.7
15	FUEL (NATURAL GAS)	20,870	1,200	17,200	1,796	17,852	57.8
	ACTIVITY TOTAL	$ 118,110	7,200	75,200	7,894	$ 62,046	52.5
	CENTRAL UTILITIES PLANT EXPENDITURES TOTAL	$ 2,545,530	169,865	1,477,365	177,864	$ 1,446,651	56.8

Attachment 5

Director's Report

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

1986 August 21

REPORT BY THE DIRECTOR OF COPPS COLISEUM

Copps Coliseum has no scheduled events for the month of August.

Tickets for the Torvill and Dean Figure Skating which is scheduled for September 14th at 8:00 p.m. are now on sale. To date approximately twenty-five hundred tickets have been sold and we expect a sell-out for this event.

Scheduled tours of Copps Coliseum have picked up considerably during the past three weeks and we have extended the cut-off date to August 29, 1986.

The Director and his staff are very busy with all of the approved capital projects such as preparing tender documents, obtaining prices, etc. We are also busy with construction items such as signage and other mechanical, electrical deficiencies which have not been completed.

John T. Crane
Director
Copps Coliseum

JTC:ls

COPPS COLISEUM COMMITTEE MINUTES OF JULY 28, 1986

COPPS COLISEUM COMMITTEE

Monday, July 28, 1986
11:00 o'clock a.m.
Copps Coliseum Board Room

PRESENT: Alderman T. Murray, Chairman
Mr. W. McFarland
Mr. T. Casey
Alderman J. Gallagher

ALSO PRESENT: Mr. J. Crane
Ms. L. Stewart, Secretary

REGRETS: Mr. D. Beattie, Vice-Chairman

The Chairman called the meeting to order at 11:00 a.m.

1. Minutes of June 10, 1986

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE MINUTES OF JUNE 10, 1986 BE APPROVED.

MOTION CARRIED.

2. Business Arising from the Minutes

2.1 Bust of Victor K. Copps:Copps Coliseum

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED TO PAY THE TWO SCULPTORS NOT CHOSEN $200.00 EACH FOR THEIR WORK IN PREPARING A MAQUETTE, AND THAT THE REPORT ENTITLED VICTOR K. COPPS BUST AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

2.2 Confirmed Bookings

MOVED by Mr. McFarland, seconded by Alderman Gallagher that

THE BOOKING CONFIRMATIONS BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

2.3 Promotion/PR Consultant

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE LETTER ADDRESSED TO THE HECFI BOARD FROM THE COPPS COLISEUM COMMITTEE CONCERNING THE PERFORMANCE OF MR. NORM MARSHALL IN HIS CAPACITY AS PROMOTIONS/PR CONSULTANT, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3. Capital Requests

3.1 Rider Sweeper and Walk-Behind Scrubber

The Director of Copps Coliseum advised that the following items are the balance of the capital requests. Copps Coliseum to date has been renting a rider sweeper and borrowing one from the Library. The sweeper and scrubber being considered will clean the exterior and the interior of the building. It will also be able to wash the Concourse level floor prior to an event taking place, and if required, it will wash the floor between shows.

MOVED by Mr. Casey, seconded by Alderman Gallagher that

THE TENDER SUBMITTED BY CLARKE-AMERICAN COMPANY IN THE TOTAL AMOUNT OF $31,114.53 FOR THE SUPPLY OF ONE (1) RIDER SWEEPER AND ONE (1) WALK-BEHIND SCRUBBER IN THE RESPECTIVE AMOUNTS OF $20,040.03 AND $11,074.50 BE ACCEPTED.

MOTION CARRIED.

3.2 Additional Storage Areas, Rink Level

MOVED by Alderman Gallagher, seconded by Mr. Casey that

AN APPROPRIATION OF TEN THOUSAND DOLLARS ($10,000.00) BE ESTABLISHED TO PROVIDE ADDITIONAL STORAGE AREAS ON THE RINK LEVEL IN COPPS COLISEUM AND THAT THE NECESSARY SPECIFICATIONS BE PREPARED SO THAT THIS WORK MAY PROCEED AND, THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

3.3 Computerized Preventive Maintenance System

The Director advised that this system will prove to be more efficient and cost effective.

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

AN APPROPRIATION OF THIRTY THOUSAND DOLLARS ($30,000.00) BE ESTABLISHED FOR THE PROVISION OF A COMPUTERIZED PREVENTIVE MAINTENANCE SYSTEM FOR COPPS COLISEUM AND ALL FACILITIES OPERATED THROUGH THE CENTRAL UTILITIES PLANT AND THAT THE NECESSARY SPECIFICATIONS BE PREPARED SO THAT THIS WORK MAY BE TENDERED AND, THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

3.4 Automated Security System

The Director advised the committee that the proposed security system will secure the loading dock area, security/media/staff entrance and the box office. He further advised that many performers travel with their own equipment and the proposed system will prevent thefts and/or damages. Mr. McFarland inquired as to whether this proposed system would monitor the entire building. The Director believed that this is not required at the present time, but it may be a possibility for the future. Mr. McFarland suggested that a report be prepared on the cost of an automated security system for the entire building.

MOVED by Mr. Casey, seconded by Mr. McFarland that

AN APPROPRIATION OF SIXTY THOUSAND DOLLARS ($60,000.00) BE ESTABLISHED TO PROVIDE AN AUTOMATED SECURITY SYSTEM FOR COPPS COLISEUM AND THAT PROPOSALS BE DEVELOPED AND REQUESTED FROM FIRMS/COMPANIES DEALING WITH SUCH SYSTEMS AND, THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

3.5 Hamilton Place Piping Revisions

MOVED by Mr. Casey, seconded by Alderman Gallagher that

THE TENDER RECEIVED FROM J. J. ELLIOTT MECHANICAL LTD., HAMILTON, ONTARIO, FOR HAMILTON PLACE PIPING REVISIONS, IN THE TOTAL AMOUNT OF $73,979.00 BE ACCEPTED WITH THE AUDIT AND FINANCE COMMITTEE TO RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

The Director advised that Comstock International Ltd., failed to complete and submit the required Bid Bond and Agreement to Bond as stipulated in the Contract Documents and approved tendering procedures. Therefore, the next lowest bidder was J. J. Elliott. Mr. Casey advised the Director that J. J. Elliott is an established name and is comparable to Comstock. The Director advised the committee that he intends to meet with J. J. Elliott to review the specs.

4. New Business

4.1 Provincial Historical Plaque

MOVED by Alderman Gallagher, seconded by Mr. Casey that

A PROVINCIAL HISTORICAL PLAQUE COMMEMORATING BILLY SHERRING, ONE OF CANADA'S GREATEST MARATHON RUNNERS BE ERECTED IN FRONT OF COPPS COLISEUM UNTIL SUCH TIME AS IT CAN BE PERMANENTLY INSTALLED IN BILLY SHERRING PARK, AND THAT THE MINISTRY OF GOVERNMENT SERVICES WILL ASSUME RESPONSIBILITY FOR ALL COSTS INCURRED.

MOTION CARRIED.

4.2 Letter Request from St. Joseph's Hospital Building Campaign for Use of Copps Coliseum

After considerable discussion by the committee of St. Joseph's Hospital Building Campaign request for reduced rental rates of Copps Coliseum it was,

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE COPPS COLISEUM COMMITTEE TAKE NO ACTION ON THE LETTER REQUEST FROM ST. JOSEPH'S HOSPITAL

BUILDING CAMPAIGN FOR USE OF COPPS COLISEUM.

MOTION CARRIED.

4.3 Proposal by Hamilton Street Railway Company

The Chairman advised that Copps Coliseum is in fact a landlord. Therefore, those renting the facility, the tenant, should be approached by the Hamilton Street Railway Company to discuss subsidizing bus fares. The Chairman further advised that Copps Coliseum should not be involved in this matter.

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE COPPS COLISEUM COMMITTEE TAKE NO ACTION ON THE LETTER PROPOSAL FROM THE HAMILTON STREET RAILWAY COMPANY.

MOTION CARRIED.

4.4 Request by Parks and Recreation Committee for Use of Copps Coliseum

Alderman Gallagher explained that this City-run programme, Winterfest, is enjoyed by all Hamiltonians. He further advised that he would hope that this event could be considered for subsidization through the Event Subsidy Fund. The Director advised that he did not foresee a problem with the date they wish to use Copps Coliseum for a public skate. However, the Chairman expressed concern that if a day is booked for public skating, there may be a possibility that another event may have to be turned down. Mr. McFarland stated that the committee's decision today may set a precedence for public skates and he has some reservations with this request.

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE REQUEST BY THE PARKS AND RECREATION COMMITTEE FOR FREE USE OF COPPS COLISEUM FOR WINTERFEST 1987 BE REFERRED TO THE AUDIT AND FINANCE COMMITTEE FOR CONSIDERATION OF EVENT SUBSIDY FUND SUBSIDIZATION.

MOTION CARRIED.

4.5 Consolidated Unaudited Operating Results for HECFI for the Six Month Period Ended June 30, 1986

Mr. McFarland advised that the budgetary surplus for this facility is excellent.

MOVED by Mr. McFarland, seconded by Mr. Casey that

THE CONSOLIDATED UNAUDITED OPERATING RESULTS FOR HECFI FOR THE SIX MONTH PERIOD ENDED JUNE 30, 1986 BE APPROVED.

MOTION CARRIED.

4.6 Unaudited Operating Results for the Central Utilities Plant for the Five Month Period Ended June 30, 1986

MOVED by Alderman Gallagher, seconded by Mr. McFarland that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE FIVE MONTH PERIOD ENDED JUNE 30, 1986 BE APPROVED.

MOTION CARRIED.

5. Report by Director of Copps Coliseum

Alderman Gallagher inquired as to how we can prevent a promoter from cancelling advertised names on an event. The Director advised that we must secure the line-up of names before they are advertised.

MOVED by Alderman Gallagher, seconded by Mr. Casey that

THE REPORT AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

7. Date of Next Meeting

The date of the next Copps Coliseum Committee will be held Monday, August 25, 1986 at 11:00 o'clock a.m. in the Copps Coliseum Board Room. Alderman Gallagher advised that he will be away on vacation for that meeting.

8. Adjournment

MOVED by Mr. Casey, seconded by Alderman Gallagher that

THE MEETING ADJOURN AT 12:00 NOON.

MOTION CARRIED.

Taken as read and approved,

_____

Alderman T. Murray, Chairman

_____

Leslee Stewart, Secretary

HAMILTON PLACE COMMITTEE SIXTH REPORT

HAMILTON PLACE

REPORT OF THE HAMILTON PLACE COMMITTEE

To the HECFI Members of the Board:

The HAMILTON PLACE COMMITTEE presents its SIXTH REPORT

The Committee met on August 19, 1986. The following are information items:

1. A draft masthead for the Hamilton Place program was shown to those present. With a few changes, the masthead was approved and a copy of the first program including HECFI directors will be distributed to members of the Board at their September meeting.

2. The scheduled meeting with the I.A.T.S.E. Committee on Friday, August 15 was postponed by mutual agreement. The next meeting will be August 21, 1986 in the Hamilton Place Board Room. Mr. Burrows and Mr. Conacher are preparing a written response to the proposals presented by I.A.T.S.E. at our last meeting. The results of our discussion will be reported, as previously agreed, to Mr. Braley and Mr. Hector.

3. Informal discussions are continuing with the Hamilton Musicians Guild. The Guild monetary requests on rate increase and pension contribution are modest. Hamilton Place's primary concern is to keep the conditions of the contract the same (no standbys or minimum requirements) and to greatly reduce the dollar guarantee ($137,500 over 2 years) of payment for Guild services.

4. Mr. Burrows stated that sales of NEW FACES '86, as previously reported, did not achieve budget projections. SOUTH PACIFIC sold extremely well. Total box office receipts are $143,366. $135,194.14 applies to project revenue and $8,171.86 to the Capital Improvement Surcharge account.

   The Director's intention, with respect to NEW FACES is to find the means to continue the program in 1987. We must re-address the schedule of performances. The 1985 schedule was more successful than the 1986 inclusion of Saturday matinees. New funding sources must be developed. We will look into corporate sponsorship in addition to and co-operatively with the Hamilton Spectator if they wish to continue their support. More professionals, under guest artist contracts, will be employed in the selections of popular musicals which require more mature players. This, given two years of experience with the young company, need not diminish the community educational thrust of the program and may prove more marketable by widening the range of choices, i.e. MY FAIR LADY, CABARET, THE MUSIC MAN, MAN OF LA MANCHA etc.

   We project, at this time, that no rental willbe recovered; that NEW FACES '86 and the July/August period will result in no net revenue to the Operating Revenue.

.... 2

A motion that the charge to Innovative Programming Reserve for NEW FACES '86 be limited to $60,000 was carried.

5. Regarding the Personnel Hoist, discussions between Hamilton Place and the City Department of Purchasing and the one vendor who can customize the lift for the facility's use continue. The stage floor has to be reinforced to accommodate the weight of the hoist at an estimated of the cost of $20,000.

   A Request for Proposals for reinforcement of the Stage Floor will be prepared with the Assistance of the City Purchasing Department. The Committee agreed that this should be treated as a maintenance cost instead of a capital cost and the Committee's recommendation to the Audit and Finance Committee is that we proceed with the purchase of the Hoist and the stage floor reinforcement designating the Capital Improvement Surcharge Reserve as the source for funding. The fund was established for improvements, maintenance and repairs in Hamilton Place.

6. The Director is currently concentrating efforts on securing revenue producing programming for the last 3 weeks of December. September and October are totally booked. November offers isolated dates for outside promoter rental opportunities. The projected bookings at Copps Coliseum are all family entertainment in the December period which obviates against family entertainment being competitive in Hamilton Place. We will be looking for high profile popular artists or a musical.

   The RUDOLF NUREYEV Benefit Performance, October 28, 1986, discussed at the last meeting is again under serious consideration. We have negotiated an agreement with Roy Thomson Hall whereby their November benefit performance, sponsored by Cartier, will be a private presentation by invitation only. We can still announce an exclusive public performance in Ontario. The Hamilton Philharmonic Orchestra have agreed to proceed and will share 50/50 in profits and/or losses; they will provide the orchestra and co-operatively mount a benefit performance campaign and seek corporate sponsorship. Nureyev will attend a post performance reception.

7. The Director will be preparing a draft of a letter, for Mr. Braley's approval and signature, directed to the Ministry of Revenue with a copy to the Minister of Citizenship and Culture with regard to the proposed changes in the Ontario Retail Sales Tax Act which would seriously Hamilton Place and other theatres who would lose their tax exemption from the 10% Admissions tax. He has been informed that the Honourable Donald MacDonald has addressed the question for all affected facilities, on behalf of Roy Thomson Hall, to Ontario Provincial Treasurer Robert Nixon and is awaiting a copy of that letter before completing the draft.

8. The Assistant Director, Mr. Ellison, reported that the overwhelming success of the Studio Theatre programming in June with the SCIENCE CIRCUS attendance of 20,000 people was followed in July by the opening of the Summer Theatre School run by Theatre Aquarius in conjunction with Hamilton Place. Classes and rehearsals have been taking place in the Studio Theatre and a number of other areas in this building. While these students are not an immediate source of revenue, they will, of course, be revenue potential in the long term as both performers and members of the ticket buying public. As part of this programming, the school will present the Broadway production of SWEET CHARITY.

.... 3

8. In addition the Studio Theatre will present a full programme of shows for the 1986/87 season for the 250 schools located in this area. The season promises to be an exciting one as part of the ongoing audience develop ment programming.

RESPECTFULLY SUBMITTED

David M. Hector, Chairman

Jean Faris, Secretary

September 3, 1986

HAMILTON PLACE COMMITTEE MINUTES OF JULY 31, 1986

HAMILTON PLACE COMMITTEE MEETING

JULY 31, 1986
8:30 A.M.
HAMILTON PLACE BOARD ROOM

PRESENT: Mr. D. Hector (Chairman)
Mr. T. Casey
Alderman R. Wheeler

ALSO PRESENT: Mr. T. Burrows
Mr. J. Leuser
Mrs. J. Faris (Secretary)

REGRETS: Mr. S. Cino
Dr. C. Bart

1. Chairman's Remarks

Mr. Hector brought the meeting to order at 8:35 a.m. and welcomed those present.

2. Minutes of June 26, 1986

Following review of the last meeting, it was

MOVED by Mr. Casey, seconded by Alderman Wheeler, that

THE MINUTES OF JUNE 26, 1986 BE APPROVED.

MOTION CARRIED

3. Business Arising from the Minutes

3.1 I.A.T.S.E. & Hamilton Musicians Guild

Mr. Burrows reported that he and Mr. Conacher had a very good first meeting with I.A.T.S.E. and two more are scheduled in August. The Chairmen of the HECFI Board and the Hamilton Place Committee will be kept fully informed as these negotiations and those with the Hamilton Musicians Guild progress.

3.2 Personnel Hoist

Mr. Tom Taylor will be meeting with Mr. Bradley, the City Purchasing Agent. We now have a price but have to be sure that what we sent forward to Purchasing is acceptable to them.

3.3 NEW FACES '86

Mr. Burrows reported that the first production GYPSY opened on July 3rd, JACQUES BREL and THE FANTASTICKS opened July 17th and SOUTH PACIFIC opens this evening. There were seven performances of each. Although the standard of the summer musicals has been high and audience reception extremely good, anticipated revenue goals are not being achieved this summer. We are simply not getting the audience for the shows this year and, in this regard, we are not alone as theatres generally are suffering in this area, particularly in Toronto.

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3.3 NEW FACES '86 (Continued)

After some discussion, it was

MOVED by Alderman Wheeler, seconded by Mr. Casey that

A RECOMMENDATION FROM THE HAMILTON PLACE COMMITTEE GO FORWARD TO THE HECFI BOARD THAT THE NEW FACES '86 SUMMER MUSICAL SERIES RECEIVE FORMAL APPROVAL OF SUPPORT FROM THE INNOVATIVE PROGRAMMING FUND RESERVE.

MOTION CARRIED

Several suggestions were put forward to try to boost sales for the series such as more feature articles and more emphasis on putting names to the "New Faces". However, Mr. Burrows replied that the Hamilton Spectator, in addition to the tremendous amount of publicity in advertising they have contributed, have also done fix or six feature articles with colour pictures on the various cast members and other items of interest concerning the series. Alderman Wheeler advised of a plan that will put television monitors in the Central Market on which tapes publicizing local events can be shown. The Committee agreed that this sounded like an excellent idea and might merit consideration for the box office areas of Hamilton Place and Copps Coliseum. This will be mentioned at the HECFI Board meeting.

3.4 Innovative Programming Policy

Mr. Burrows provided the Chairman with a package of background information on the Innovative Programming Fund.

4. Director's Report

4.1 Programming Update

Mr. Burrows reported on some late bookings which were about to be confirmed, i.e. KIM MITCHELL and LORETTA LYNN, both in September. The next three months are very heavily booked, especially October.

In answer to a query regarding the RUDOLF NUREYEV appearance, he said that our original proposal to present this program in association with the Hamilton Philharmonic as a benefit performance (benefiting Hamilton Performing Arts Foundation and the H.P.O.) was based on an exclusive date, which is integral to the contract with Columbia Artists, who are representing Nureyev in a 15 city North American tour.

Paris Opera Ballet have independently contracted for Nureyev to present the same program at Roy Thomson Hall eleven days after the Hamilton date.

Though a very desirable program for Hamilton, we must reconsider in light of the above. A meeting is scheduled with the manager of the H.P.O. to assess our chance of success in view of the Toronto date.

We can not be held to the Columbia Artists contract should we choose to withdraw.

The Committee agreed that it would be a shame to turn down such a prestigious engagement and perhaps there was some other group - perhaps one of the hospital fund raising campaign organizers - who would be willing to take such a project on.

4.2 Accounts Receivable

The Committee received an update from HECFI on payments received and the status of other older accounts and is satisfied that appropriate follow-up action is being taken. A letter and support documentation has been sent to the Honourable John Munro, pointing out the details of the bill in question.

4. Director's Report (continued)

4.3 Request for Proposals - Printing

The proposal of City Press was approved at the last HECFI Board meeting.

4.4 Ontario Retail Sales Tax

The Committee members received, as part of the agenda information material, a copy of a letter to Mr. Burrows from Mr. Cutts, General Manager of the O'Keefe Centre, regarding the projected withdrawal of the 10% Admissions Tax exemption for theatres, along with a copy of Mr. Cutts' letter to the Honourable Dr. Lily Munro, Minister of Citizenship and Culture, explaining the serious effect this will have on theatre programming.

Mr. Burrows said that he would draft a letter to the Minister of Citizenship and Culture and requested this Committee's approval to send the appropriate letter after discussing it with the Chairman. Approval was given for same. He said what we want to generate now is support for the minister to question this at cabinet level as this item was never even discussed or debated.

Mr. Hector stated that this letter should be on a very factual basis and suggested taking a sample contract and showing what thin margins there are and what the effect of the 10% tax would be on a specific show. While we are not subsidized by the Province of Ontario, which situation allows exemption, it might be worth while to establish to what extent we are subsidized by the municipality. Mr. Leuser was asked to establish this amount and report back to Mr. Burrows.

5. Unaudited Operating Results - Hamilton Place
6 months ended June 30, 1986

Mr. Leuser reported that, for the month of June, Hamilton Place reported a budgetary surplus of $25,422 while the budgetary surplus for HECFI was $84,857. Total budgetary deficit for year to date for Hamilton Place is $13,400 while HECFI realized a budgetary surplus of $470,696. After review by the Committee, it was

MOVED by Mr. Casey, seconded by Alderman Wheeler

THAT THE UNAUDITED FINANCIAL STATEMENTS FOR THE PERIOD ENDING JUNE 30, 1986 - HAMILTON PLACE - AS WELL AS THE SUMMARIZED CONSOLIDATED OPERATING STATEMENT FOR ALL THREE FACILITIES BE APPROVED.

MOTION CARRIED

Mr. Burrows complimented Mr. Leuser on the excellent financial statements that are being prepared and also expressed his high regard for Mr. DiFilippo. Mr. Leuser said that Mr. DiFilippo is working on total numbers of ticket sales retroactive to January 1, 1986. This is rather time consuming as it involves getting total figures from the H.P.O., Bach-Elgar, McMaster Symphony, Opera Hamilton, etc. who sell a large number of their own tickets by subscription.

6. "Employee of the Month" Program

After much discussion, it was the consensus of the Committee that, while this program has been ongoing at the Convention Centre and seems to work well there, it does not seem appropriate for this facility as our part-time staff of usherettes, doormen, barmen, etc. are not as involved with our audience in the theatre as is the box office & mail room personnel

6. "Employee of the Month" Program (continued)

Convention Centre staff with their banquets, seminars, conventions etc. that require a longer time of involvement and more actual service. Instead we will bring to the attention of the HECFI Board any outstanding employee, will make sure that the Board is aware of any letter that we may receive and, as we have done in the past, will send a copy of the letter to the supervisor and the employee along with a complimentary letter to the latter.

In summation, while the Hamilton Place Committee endorses the successful program at the Convention Centre, the consensus was that the program is not appropriate for the working situation at Hamilton Place at this time.

7. New Business

With regard to the masthead on Hamilton Place programs, it was

MOVED by Mr. Casey, seconded by Alderman Wheeler that

HENCEFORTH THE MASTHEAD ON HAMILTON PLACE PROGRAMS INCLUDE THE NAMES OF ALL MEMBERS OF THE HECFI BOARD AND NOTE WHICH MEMBERS ARE ON THE HAMILTON PLACE COMMITTEE.

MOTION CARRIED

Mr. Leuser and Mr. Burrows will take back to the managers' meeting suggestions for other methods of recognizing HECFI Board members.

Alderman Wheeler remarked that the Stage Doors need refinishing or revarnishing.

8. Other Business

8.1 Permanent Status for present part-time employee

After some discussion regarding the necessity of a present part-time Hamilton Place employee, being engaged as a permanent full-time employee, it was

MOVED by Alderman Wheeler, seconded by Mr. Casey that

MARTIN MOLINARO, A PRESENT PART-TIME HAMILTON PLACE EMPLOYEE, BE ENGAGED AS A PERMANENT FULL-TIME EMPLOYEE TO CARRY OUT A VARIETY OF DUTIES.

MOTION CARRIED

9. Date of Next Meeting

As it was not possible to find a quorum for the last Thursday in August, it was decided to hold the next meeting on Tuesday, August 19 at 12 noon.

10. Adjournment

There being no further business, the meeting was adjourned at 10:45 a.m.

David M. Hector, Chairman

Jean Faris, Secretary

HAMILTON CONVENTION CENTRE COMMITTEE SIXTH REPORT

HAMILTON CONVENTION CENTRE

HAMILTON CONVENTION CENTRE COMMITTEE REPORT

to the Board of Directors of
Hamilton Entertainment and Convention Facilities Inc.

The Hamilton Convention Centre Committee presents its **SIXTH REPORT** for 1986 to the Board of Directors and respectfully recommends:

1. That approval be given for the balance of 1986 Capital Funds as outlined below to be transferred from the City of Hamilton Account to the Convention Centre Capital Account:

Dance Floor	36,750
Refrigeration Unit	12,000
Odor and Bacteria Control System	2,500
	$51,250

Explanatory Note - it is emphasised that none of these funds will be expended until all items have been presented to the Committee for perusal and, where necessary, onward submission to the Board.

2. That in the case of future requests for capital expenditure, no mention should be made of the "10% factor" as was the previous practice, nor should this percentage be included in the amount requested.

Explanatory Note - this matter arose from discussion at a meeting of the Audit and Finance Committee at which the Director of Finance and Administration had requested its deletion. At the meeting of the Hamilton Convention Centre Committee, it was pointed out by a member that the practice added into the item an extra cost which had never to his knowledge been required and was therefore not necessary.

3. That the proposal put forward by the Hamilton Street Railway in connection with its Promotional Activities be approved in principle subject to an appropriate financial arrangement being agreed upon between HECFI and the HSR.

Explanatory Note - this matter was discussed in response to a request from the Board of Directors to the Committees of the three facilities for their endorsement of a proposal by the HSR to make arrangements for the provision of free bus rides to ticket holders for events at Copps Coliseum.

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4. Information Items

(a) Director's Report for June/July 1986 - attached as APPENDIX "A"

(b) Sales Reports for June and July, 1986 - attached as APPENDIX "B"

(c) Unaudited Operating Results for the seven-month period ended July 31, 1986 - will be presented to the Board by the Audit and Finance Committee following its meeting to be held Tuesday, September 2, 1986.

(d) The trial period for the Odor and Bacteria Control System installed earlier this year has now expired, and the unit has performed satisfactorily, therefore the sum of $2,104.69 will be expended to purchase the system. Attached as APPENDIX "C" is a memorandum from the Operations Manager, giving a report on the system and the result of his negotiation with the Company - Ecolo Odor Control Systems Inc.

(e) Following a lengthy discussion, the general opinion agreed upon was that the contact person for any convention booked into the Centre should have the opportunity to peruse a list of potential "assistance" organizations and be given the option of refusing to have his or her name given out. It was however, pointed out by a member that the people he has spoken to on the subject do not understand why contact names should not be available - conversely, another member reported that some contact people are quite adamant that their names not be given out, although the majority do not mind and are referred to the Visitor and Convention Bureau. [Page 6-RHCCC-17, vii) refers also]

(f) It was reported that all the chairs in the Centre have now been "ganged" in accordance with Fire Department regulations, and at a cost of approximately $2,000, removal of burrs was carried out at the same time.

(g) With regard to the re-opening of the MacNab Arms Restaurant, the Director reported that the hiring process is well under way and that following the Managing Director's return, the position of Manager should be confirmed, and hiring of the Chef can be proceeded with.

(h) The date of the next meeting - September 26, 1986 - was agreed.

Respectfully submitted,

B. Goddard

B. Goddard
Secretary
August 29, 1986

Alderman R. Wheeler, Acting Chairman
Hamilton Convention Centre Committee

HAMILTON CONVENTION CENTRE

REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE

BY THE DIRECTOR FOR THE MONTHS OF

JUNE AND JULY, 1986

August 26, 1986

Together, June and July were slightly above revenue projections, with $244,000 being forecast and $249,000 received. For the year, the Centre is 23% ahead of budget and 11% ahead of 1985.

Operationally, the Centre has had six events which required an overnight stay by delegates (including August); these were the Federation of Canadian Municipalities, the Institute of Municipal Assessors, the New Democratic Party, the Square and Round Dancers, Tupperware and Sports Distributors.

Other large events for the months of June and July included nine high school dinner dances, the St. Joseph's School of Nursing, the Hamilton Teachers Federation, the Board of Education Dinner and the Pro Am Golf Tournament Dinner.

The Convention Centre opened its doors to both City and Region personnel at the annual Red Cross Blood Donor (Challenge) Clinic in June. It was a very successful clinic with the Convention Centre not only providing the space, but also donating the refreshments that go along with the clinic.

Attached are two reports from the Director, outlining the two back-to-back conventions that he attended in July. One of these was the International Association of Auditorium Managers in Edmonton and the other, the Canadian Square and Round Dance Convention. It is noteworthy that at the Square Dance Convention in Calgary, over 1,500 delegates signed up for the 1988 Convention in Hamilton; it is expected that from 7 to 10 thousand will attend.

In addition to the relatively busy summer, the Centre has been on a concerted maintenance programme, as follows:-

- painting of the Centre was almost completed with Webster and Albion still to be done;

- carpets were cleaned and carpet pieces in Chedoke and Wentworth were rebound;

- the Chedoke dance floor was sanded and is now gleaming;

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- all chairs have been ganged in accordance with Fire regulations and the burrs that might have snagged clothing have been filed off;

- the registration desk in Webster has been refurbished;

- the portable bars have been repaired.

The Chamber of Commerce Corporate Challenge was held in June, with the Convention Centre placing 20th out of 82 teams. This is respectable, when compared to last year, when the Centre was 47th out of 62. This is an excellent morale booster for the Centre and gives full- and part-time staff a chance to get together outside the work environment.

At the Annual Meeting of the Hamilton Institute of Association Executives (IAE) the Director was elected a Director of the Institute.

The Director continues to be involved with the Concessions at Copps Coliseum. At the present time the liquor licence is being pursued and pricing at the concessions is being stabilized.

At the Dundurn Castle Restaurant, the candidates for the Manager's position are being interviewed for the second time. When the Manager is selected, he will then interview those applying for the Chef's position. The Manager will also be putting together a budget as soon as possible, which will be presented to the Committee. The application for the liquor licence for the restaurant is now being pursued and no problem is expected. The Director of the Centre met with the staff at Dundurn and gave an initial talk to them on the requirements for the restaurant. Both the Director and the Museum Curator visited Black Creek Pioneer Village to obtain an idea of how a similar operation is run at another location.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg

HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF JUNE, 1986

May 31st to
June 4th, 1986 - Federation of Canadian Municipalities
Conference
No. of People 600 Each Day

June 2nd, 1986 - Hamilton & District Society of Optometrists
Reception/Dinner/Meeting
No. of People 18

June 6th, 1986 - L.R.I.S. Seminar
Meeting/Reception/Luncheon
No. of People 45

June 5th, 1986 - Junior Achievement of Hamilton
Reception
No. of People 75

June 5th, 1986 - I.O.D.E. - Paardeburg Chapter
Luncheon/Bridge Game
No. of People 35

June 6th, 1986 - McMaster Post R.N. Class of '86
Reception/Dinner/Dance
No. of People 68

June 6th, 1986 - Ontario Dental Association
Meeting/Luncheon
No. of People 25

June 6th &
June 7th, 1986 - Institute of Municipal Assessors of Ontario
Meeting
No. of People 200

June 6th, 1986 - St. Jean de Brebeuf High School
Dinner/Dance
No. of People 260

June 7th, 1986 - Jenkins/Downie Wedding
Reception/Dinner/Dance
No. of People 145

June 7th, 1986 - Canadian Institute of Management
Reception/Dinner/Dance
No. of People 80

June 8th, 1986 - June Sweeney School of Dance
Recital Rehearsal
No. of People 120

June 8th, 1986 - Ontario Genealogical Society - Hamilton Branch
Reception/Meeting/Dinner
No. of People 70

June 9th, 1986 - The City of Hamilton
Reception/Luncheon
No. of People 44

June 9th to
June 11th, 1986 - McMaster University, Personnel Services
Meeting/Luncheon
No. of People 55 Each Day

June 9th, 1986 - Financial Concept Group
Meeting
No. of People 200

June 9th, 1986 - Ambitious City Group I.T.C.
Dinner/Meeting
No. of People 37

June 10th, 1986 - Ministry of the Attorney General
Assessment Review Board
Meeting
No. of People 25

June 10th, 1986 - Regional Probation and Parole
Meeting
No. of People 100

June 11th, 1986 - Regional Planning
Meeting
No. of People 100

June 11th, 1986 - Brewer's Retail
Meeting/Luncheon
No. of People 16

June 12th, 1986 - Stelco Inc.
Reception/Dinner
No. of People 61

June 12th, 1986 - St. Joseph's School of Nursing
Alumni Association
Reception/Dinner
No. of People 453

June 12th, 1986 - Ministry of the Environment
Meeting/Luncheon
No. of People 16

June 12th, 1986 - Mrs. Walker & The Class of '66
Reception
No. of People 40

June 12th, 1986 - St. Joseph's School of Nursing Alumni
Class of '71
Reception
No. of People 50

June 12th, 1986 - Class of '61 - 25th Reunion
Luncheon/Reception
No. of People 34

June 13th, 1986 - The Wyze Experience
Dance
No. of People 250

June 13th, 1986 - Players Guild of Hamilton
Reception/Dinner
No. of People 90

June 13th, 1986 - St. Mary's High School
Awards Presentation/Dance
No. of People 575

June 14th, 1986 - Hemstreet/Armstrong Wedding
Reception/Dinner/Dance
No. of People 200

June 14th, 1986 - Hamilton General Hospital
Dinner
No. of People 45

June 14th, 1986 - Higenell/Cahill Wedding
Reception/Dinner/Dance
No. of People 105

June 14th, 1986 - City of Hamilton
Meeting
No. of People 10

June 14th, 1986 - June Sweeney School of Dance
Recital/Dance
No. of People 400

June 16th, 1986 - Hamilton Entertainment & Convention Facilities Inc.
Seminar/Reception/Luncheon
No. of People 130

June 16th, 1986 - Canron Inc.
Meeting/Luncheon
No. of People 20

June 17th, 1986 - Hamilton Entertainment & Convention Facilities Inc.
Meeting
No. of People 20

June 17th, 1986 - Carson Centre For Professional Hypnosis
Meeting
No. of People 70

June 17th, 1986 - Dun & Bradstreet Canada Limited
Meeting
No. of People 20

June 17th, 1986 - Canadian General Life Insurance Company
Meeting/Luncheon
No. of People 23

June 17th, 1986 - Davidson Partners
Meeting
No. of People 150

June 17th, 1986 - Academy of Medicine
Meeting/Reception/Dinner
No. of People 65

June 18th, 1986 - T. Eaton Company
Reception/Dinner
No. of People 37

June 18th, 1986 - Hamilton Teachers Federation
Presentation/Reception
No. of People 650

June 18th, 1986 - Ontario Housing Corporation
Meeting
No. of People 100

June 18th to
June 22nd, 1986 - Ontario New Democratic Party
Convention
No. of People 1,200

June 19th, 1986 - Hamilton Entertainment & Convention Facilities Inc.
Reception
No. of People 100

June 23rd, 1986 - Hamilton Entertainment & Convention Facilities Inc.
Meeting
No. of People 12

June 23rd, 1986 - Ambitious City Group I.T.C.
Dinner/Meeting
No. of People 15

June 23rd, 1986 - Hamilton Entertainment & Convention Facilities Inc.
Meeting/Luncheon
No. of People 53

June 24th, 1986 - City of Hamilton
Meeting
No. of People 20

June 24th, 1986 - Petro Canada
Meeting/Luncheon
No. of People 90

June 24th, 1986 - Westdale Secondary School
Dance
No. of People 400

June 24th, 1986 - Brewer's Retail
Meeting/Luncheon
No. of People 19

June 24th, 1986 - The Hamilton Board of Education
Reception/Dinner
No. of People 123

June 24th, 1986 - Ontario Housing Corporation
Reception/Dinner
No. of People 25

June 24th, 1986 - The Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of People 10

June 24th, 1986 - City of Hamilton
Meeting
No. of People 3

June 25th, 1986 - Westmount Secondary School
Dinner/Dance
No. of People 250

June 25th, 1986 - City of Hamilton
Reception
No. of People 200

June 25th, 1986 - Economic Development Department
Meeting
No. of People 150

June 26th, 1986 - Barton Secondary School
Dinner/Dance
No. of People 225

June 26th, 1986 - Hill Park Secondary School
Dinner/Dance
No. of People 270

June 26th, 1986 - Corporation of the City of Hamilton
Reception
No. of People 50

June 26th, 1986 - Sir Winston Churchill High School
Graduation Dinner/Dance
No. of People 266

June 27th, 1986 - St. Thomas More High School
Dinner/Dance
No. of People 325

June 27th, 1986 - The Canadian Red Cross Society, Hamilton Branch
Blood Donor Clinic
No. of People 200

June 27th, 1986 - George P. Vanier High School
Graduation Dinner/Dance
No. of People 112

June 28th, 1986 - Hewitt/Stelmach Wedding
Reception/Dinner/Dance
No. of People 125

June 28th &
June 29th, 1986 - Carson Centre For Professional Hypnotherapy
Meeting
No. of People 22 Each Day

HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF JULY, 1986

July 2nd, 1986 - Rotary Club of Hamilton
Luncheon
No. of People 10

July 3rd, 1986 - Bob Mohr & Associates
Breakfast/Meeting
No. of People 35

July 3rd, 1986 - Hamilton Place
Outside Catering
No. of People 100

July 5th, 1986 - Hamilton Blue Light Pro/Am Golf Tournament
Reception/Dinner
No. of People 190

July 5th, 1986 - Svardala/Telawski Wedding
Reception/Dinner/Dance
No. of People 189

July 8th, 1986 - Hamilton Academy of Medicine
Meeting
No. of People 150

July 9th, 1986 - Navistar International
Meeting
No. of People 125

July 10th, 1986 - Dominion Securities Pitfield Ltd.
Meeting
No. of People 100

July 12th, 1986 - Fenwick/Rosati Wedding
Reception/Dinner/Dance
No. of People 271

July 12th, 1986 - Jarvis/Thomson Wedding
Reception/Dinner/Dance
No. of People 80

July 12th, 1986 - Aloette Cosmetics
Meeting
No. of People 100

July 12th, 1986 - Philipino Canadian Association of Hamilton
Reception/Dinner/Dance
No. of People 105

July 14th &
July 15th, 1986 - Master Marketing
Meeting/Luncheon
No. of People 180 each Day

July 16th, 1986 - Land Use Research Associates, Hamilton Harbour
Project
Meeting
No. of People 200

July 17th, 1986 - Hamilton Place
Outside Catering
No. of People 100

July 18th, 1986 - Ricci/Obermeyer Wedding
Reception/Dinner/Dance
No. of People 71

July 19th, 1986 - Raycraft/Buttenham Wedding
Reception/Dinner/Dance
No. of People 160

July 19th, 1986 - Bomben/MacLeod Wedding
Reception/Dinner/Dance
No. of People 80

July 22nd, 1986 - City of Hamilton
Meeting
No. of People 17

July 22nd, 1986 - Ministry of the Attorney General Assessment Review
Board
Meeting
No. of People 10

July 24th, 1986 - Computervision Canada Inc.
Meeting
No. of People 15

July 24th, 1986 - The Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of People 8

July 26th, 1986 - McKague/Beavers Wedding
Reception/Dinner/Dance
No. of People 110

July 26th, 1986 - Hamilton Place
Outside Catering
No. of People 100

July 28th, 1986 - Ontario Junior Golf Championship Banquet
Reception/Dinner
No. of People 200

July 29th, 1986 - Convention Update Meeting
Breakfast/Meeting
No. of People 14

July 31st, 1986 - Hamilton Place
Outside Catering
No. of People 8

6-RHCCC-15

HAMILTON CONVENTION CENTRE

REPORT TO THE BOARD OF DIRECTORS OF

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

ON THE INTERNATIONAL ASSOCIATION OF AUDITORIUM MANAGERS' 61st ANNUAL CONFERENCE AND TRADE SHOW, JULY 19-22, 1986

The Director of the Hamilton Convention Centre attended this Convention, which was held at the Edmonton Convention Centre. The Association includes managers from Convention Centres, Arenas, Performing Arts Theatres and Universities, and this year's theme was "Unity of Purpose - Learning from the Past; Managing the Present; and Planning the Future".

The highlights of the convention were, of course, the seminars, which were informative and dynamic:

i) Facility Marketing - Mystery or Magic - Thomas J. Winninger, President, Masters Management Group.

Mr. Winninger is a businessman, consultant and author, and in his seminar, was colourful and inspiring. The goals of his marketing workshop were certainly met; these were to -

a) Have an understanding of what marketing is, and what it should do;

b) Identify the steps of a powerful, persuasive presentation;

c) Understand how to analyse your market segmentation;

d) Better use of the marketing, sales and public relations staff;

e) Know all the steps necessary to get control of your facility and marketing efforts;

f) Know how to prepare a marketing mission statement;

g) Analyse your personal promotable assets as a manager;

h) Know how to penetrate your market horizontally and vertically.

The aims of this seminar were certainly well met and everyone agreed that Mr. Winninger did a good job in putting across the main points of marketing.

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ii) Keynote Speaker - "The Dynamics of Canada" - Peter Gzowski.

Mr. Gzowski's address was, as always, entertaining, instructional and full of emotion. Using the theme "Unity of Purpose", he developed what a Canadian was, how they related with Americans, and how in this relationship, the unity of purpose could be achieved.

iii) The Why's, What's and How's of Public Relations, specifically Tailored for Convention Centre Operations - John Francis.

This was a Hands-on Seminar, which involved all of the participants in discussions in syndicates, with presentations at the end. It was designed to permit discussion and to exchange views on how Convention Centres in both the U.S. and Canada handle their public relations.

iv) Dealing with the Difficult Employee - Ken Penrose.

Mr. Penrose handled this seminar with a view to having participants improve their effectiveness and show how to avoid the "Persecutor-Rescuer-Victim" roles we commonly fall into.

v) Image-Building for your Facility - Bobbie Gee, President, Bobbie Gee Enterprises.

The best seminar at the Convention. This woman is a very dynamic speaker and has advised many organizations around the world in Image-building and Improvement. Some of her clients have been Disney World, the Love Boat, and the Australian Government, and she is presently helping Calgary as they approach their Winter Olympics in 1988.

In her short, one-hour seminar, Ms. Gee advised participants to check the five senses around facilities, and if they did not measure up, then improve them. She talked about image strategy and having participants ensure that their facilities were clean, and to take another look at how employees treat clients. She emphasized that we are in Show Business, and that facilities may have too much management and not enough sales.

Altogether an excellent presentation, and more will be said later on Ms. Gee's help extended to Calgary.

Tapes on Ms. Gee's "Image-Building" were produced and will be available in the very near future if any of the Board is interested in listening to them.

vi) Additional Revenue Opportunities for Convention Centres - John Maxwell.

John spoke of the revenue opportunities that have been available to him at the Metro Toronto Convention Centre. A good overview of his facility, but nothing new to the other Convention Centre Managers.

vii) Conventional Wisdom - Whatever the Question...Together We Have the Answers - Al Richards.

This was a question and answer period for Convention Centre Managers. I brought up the question of advising local businesses of the names and addresses of meeting planners who are arranging future conventions. Members of the Convention Centre Committee will recall that this subject was raised at the last meeting (June 27, 1986). Most Managers do not release this information, because the meeting planner then can be inundated with requests for purchases of products. However, it was stated that the local Trade and Convention Bureaux did give out this information and it is suggested that while the Hamilton Convention Centre can announce broad convention information, requests for specific names and addresses should be directed to the Hamilton-Wentworth Visitors and Convention Bureau.

Another reason for the Region to issue this information is that the Convention Centre does not have all the information on conventions. Many small meetings are held in the various hotels in the City and the Region, and it makes sense that the Regional Department would issue this specific information.

viii) Calgary Way - Everett Miller (Calgary) and Al Richards.

This was a most interesting seminar, and discussed the goals and objectives of the Calgary Way, indicating to participants how a City went about convincing its citizens to treat visitors superbly.

As stated previously, Bobbie Gee was hired as an Image Consultant, and the plan for the enhancement of Calgary's image was formulated; this plan was called "The Calgary Way". It is a community programme which will provide a course of action to make Calgarians more aware of their City, and that a positive approach to daily interactions could be both satisfying and productive, as well as impressive and gratifying to visitors.

The programme is designed to correspond with the Winter Olympics in 1988.

Attached is the information on "The Calgary Way" which is based on the Anaheim approach in the U.S.

Hamilton could do worse than to investigate this very dynamic approach together with the Chamber of Commerce, the Region and local business. HECFI could be the spearhead in producing such a programme to improve the image of Hamilton.

The Director, Hamilton Convention Centre, was appointed by the Association to the Trade Show Bureau for the 1986-87 year. This is his second year in this appointment. The position will probably require one trip annually to the Trade Show Bureau meeting, and limited time on correspondence in the office.

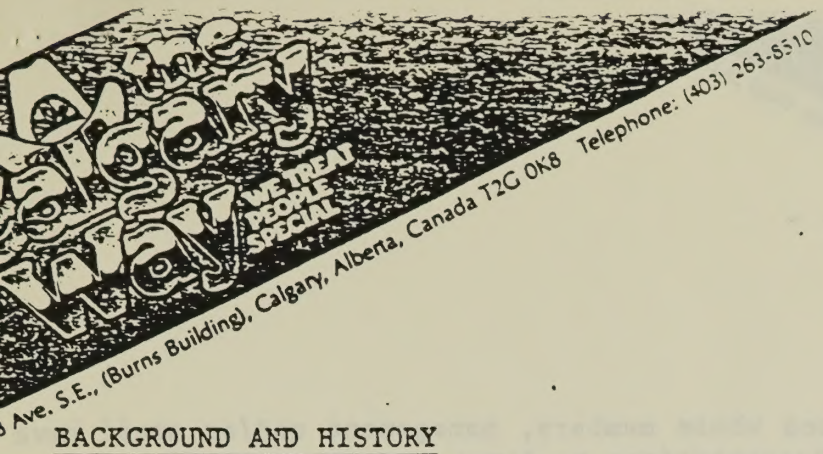
..... 4

Another highlight of the Conference and Show was, of course, the quality of the exhibits, although the numbers were down from last year. It was interesting to visit the various computer exhibitions and the one which had most attention was the Global Information System, displaying their Facility Scheduling software. This software can be used with an IBM PC and the Facility Scheduling System maintains an organized record of all booking functions. Each event is scheduled, data forms are created to produce the event name, time, date, client information, catering needs, contract date, set-up information and staffing requirements. Information on each available room is stored on-line to inform the scheduler of room size, rental rates, capacity, sound and lighting availability, etc. The software price is $1,895.

I have requested a sample display to be forwarded to HECFI and together with a PC the presentation can be made to either the Hamilton Convention Centre Committee or the full Board.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.



ATTACHMENT to Report of the Director, HCC relating to the IAAM Convention held in Edmonton, July 19-22/86

May 27, 1985

BACKGROUND AND HISTORY

November 1983 — Representatives from the Calgary Convention Centre, Calgary Exhibition and Stampede, Calgary Tourist and Convention Bureau, Calgary Chamber of Commerce, and the City of Calgary formed the Spirit of Calgary for the purpose of resolving the problem of Calgary's image, which was viewed as being in need of enhancement.

April 1984 — After months of discussion with image consultant Bobbie Gee a plan for the enhancement of Calgary's image was formulated. The plan was called The Calgary Way. It called for the support of all Calgarians and could only be implemented with the endorsement and co-operation of the entire community.

The plan was presented to 50 prominent Calgary business leaders who unanimously pledged their support.

A Calgary Way committee was formed as a sub-group of The Spirit of Calgary and Al Richards, General Manager, Calgary Convention Centre was appointed Chairman.

June 1984 — The media were first introduced to the Calgary Way idea.

A Calgary Way orientation session for hospitality industry business owners, managers, and supervisors was held.

January 1985 — Members of Boards of Directors for the Calgary Convention Centre, Calgary Exhibition and Stampede, Calgary Tourist and Convention Bureau, Calgary Chamber of Commerce, and members of Calgary City Council were introduced to The Calgary Way and the opportunity was offered to them to become involved in the program.

January 1985 - May 1985 — The education of the citizens of Calgary about The Calgary Way was felt to be of prime concern so sub-committees were formed and intense planning got underway for a city-wide launch of the program.

To date information kits have been created, an audio-visual presentation is being produced, a speakers bureau formed, promotions have been planned, and a Calgary Way jingle has been developed.

May 27, 1985 — The public launch of The Calgary Way.

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Listed below are the organizations whose members, management and/or staff have participated in the Calgary Way Presentations to date:

City Council, along with the Boards of Directors of the four other founding organizations, Calgary Exhibition and Stampede, Calgary Tourist and Convention Bureau, Calgary Chamber of Commerce and the Calgary Convention Centre were all invited to the initial Calgary Way presentation at Rotary House.

SOUTHLAND TRANSPORTATION LTD.	- Staff and Management - The Southland Way
ALBERTA RESTAURANT AND FOOD SERVICES ASSOCIATION	- Member
SANDMAN INN	- Staff and Management
HOLIDAY INN (SOUTH)	- Staff and Management
GLENBOW MUSEUM	- Membership and Information Volunteers
TILDEN RENT-A-CAR	- Regional Sales Staff
CALGARY EXHIBITION & STAMPEDE	- The Stampede Way - Downtown Attractions Volunteers
YWCA	- Management
CALGARY CONVENTION CENTRE	- Staff and Management
SKYLINE HOTEL	- Staff and Management
THE BAY	- Regional Management Team
ALBERTA WOMEN IN TRAVEL	- Conference
NORTH HILL LIONS CLUB	- Members
CALGARY CHAMBER OF COMMERCE	- International Trade Committee
CALGARY CHAMBER OF COMMERCE	- Code of Ethics Committee
CITY OF CALGARY	- Volunteer Municipal Building Tour Guides - Parks and Recreation Department
CALGARY ZOO	- Management and Staff
CALGARY CHAMBER OF COMMERCE	- Tourism Committee

CALAWAY PARK	- Staff and Management
WESTERN CONNECTION	- Staff and Management
ACHIEVERS CANADA	- Members
CALGARY EYE OPENER	- Breakfast Club
CALGARY TOURIST & CONVENTION BUREAU	- Visitor Information Centre Staff and Management
CANNERY ROW	- Staff and Management

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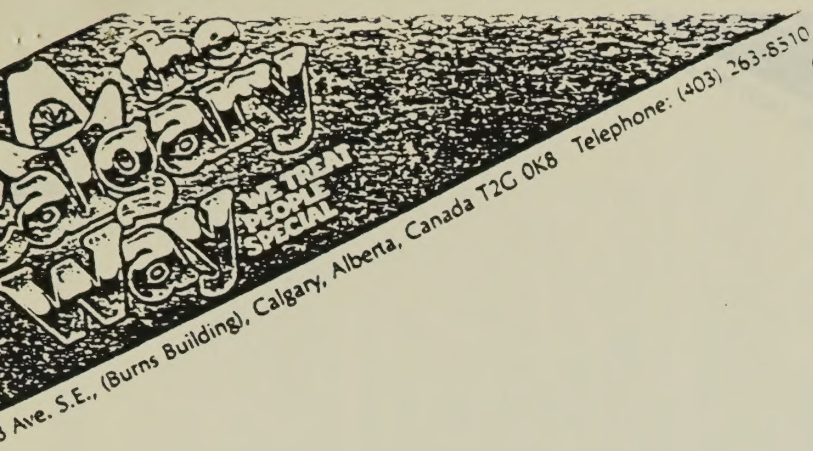
The following organizations have expressed a sincere interest in participating in the Calgary Way or will be approached by the Calgary Way Executive Committee to become involved with the program in 1986.

The Bay
Retail Associations
Calgary North Hill Lions Club
Calgary Main Lions Club
Calgary Southwest Lions Club
Calgary Northeast Lions Club
Calgary Bowness Lions Club
Calgary Forest Lawn Lions Club
Calgary Marlborough Lions Club
Calgary Heritage Lions Club
Calgary Fish Creek Lions Club
Calgary China Town Lions Club
Calgary Fort Calgary Lions Club
Calgary Chinook Lions Club
Calgary Eye Opener Lions Club
Calgary Crowchild Lions Club
Calgary Filipino Club
Calgary Properties Lions Club
Calgary Sarcee Lions Club
Calgary South Ridge Lions Club
Calgary Stampede City Lioness Club
Calgary Big Foot Lioness Club
Calgary China Town Lioness Club
Calgary Fortess Lioness Club
Calgary Heritage Lioness Club
Calgary 7-7 Lioness Club
Calgary Rotary Clubs
The Keg
The Spaghetti Factory
Jubilee Auditorium
Calgary Hotel Association
Calgary Cannons
Access Network
Rogers Cable
Calgary Flames
Relax Inns
Holiday Inn (Downtown)
Area Attractions
Tourism Industry Association of Alberta



Ave. S.E., (Burns Building), Calgary, Alberta, Canada T2G 0K8 Telephone: (403) 263-8510

THE CALGARY WAY

GOALS AND OBJECTIVES

The Calgary Way is a community program which will provide a course of action to make Calgarians more aware of their beautiful city and that a positive approach to our daily interactions can be both satisfying and productive as well as impressive and gratifying to our city's visitors.

The ultimate goal of the Calgary Way is the strengthening of the image of Calgary for improved travel, convention and tourism business. This primary objective is broken down as follows:

- Make Calgary, through its people, a great place to live or visit.
- Develop attitude and awareness among the people of North America that Calgary is the friendliest city in the West.
- Develop attitude and awareness in the community of the Calgary Way Committee and it's objectives.
- Enhance our overall public image and generate positive impressions of Calgary, it's residents and business.

The 1988 Winter Olympics affords Calgary and Alberta the opportunity to show the world what Canada and Western hospitality is all about.

THE PRESENTATION

All Calgarians, residents and newcomers alike, are challenged to make a personal commitment to rekindle the spirit of our friendly hospitality. The Calgary Way concept is not a complex proposal, in fact, much of it is common sense. The purpose of the presentation delivered by one of our speakers is to show how this "common sense" can be put to work for the benefit of all citizens of Calgary. With the assistance of an informative and lively video, the presentation shows us that by joining forces we will once again demonstrate that, in Calgary, "We Treat People Special".

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6-RHCCC-24

CREATED FOR: The Calgary W

What does the Calgary Way <u>really</u> mean?

It means...

Lending a helping hand...putting a smile upon your face...

Helping your next door neighbour, or someone from another place.

It's being a courteous driver, morning, noon or night...

And learning to admit you're wrong, rather than claiming you're right.

It's taking a moment to help a friend when they're in times of need...

Or meeting someone new and being the first to plant the friendship seed.

It's volunteering time and energy to any worthy cause...

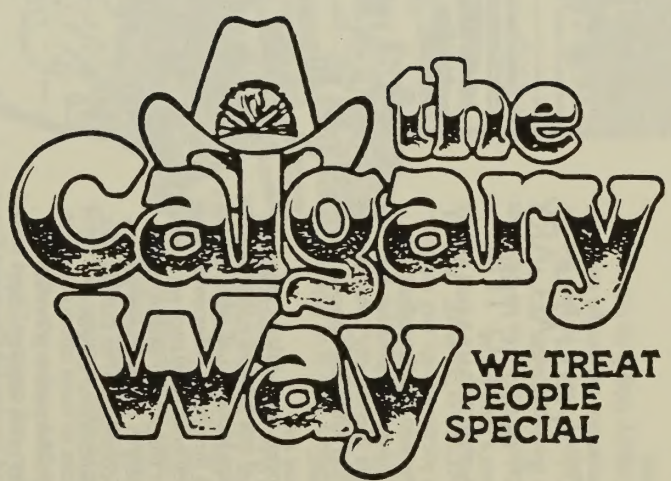
The Calgary Way also means obeying all the laws.

The Calgary Way...a simple way to keep the spirit growing...

A friendly way to show the world Calgarians are glowing.

So come on Calgary, join hands and hearts, with pride together say,

"We treat people special...it's the Calgary Way".


the
Calgary
Way
WE TREAT
PEOPLE
SPECIAL

THE CALGARY WAY AS A THEME FOR THE TOURIST INDUSTRY

Together with agriculture and petroleum, the tourist industry makes Calgary go, and the tourist industry probably has the greatest growth potential for Calgary at this time.

Recognizing the need for focusing community energy on tourist development, five organizations have banded together to form the Calgary Way Committee.

This committee will remind all Calgarians of the benefits of tourism, and of the ways in which we can all participate in helping the industry grow. The theme adopted, "The Calgary Way", represents an exciting way of focusing community spirit for our city.

The five sponsoring organizations are:
- The City of Calgary
- The Calgary Convention Centre
- The Calgary Tourist & Convention Bureau
- The Calgary Exhibition & Stampede
- The Calgary Chamber of Commerce

The theme The Calgary Way embodies the special character of Calgary as described in this booklet.
- The Calgary Way is the Traditional Way
- The Calgary Way is the Volunteer Way
- The Calgary Way is the Friendly Way
- The Calgary Way is the Hospitable Way
- The Calgary Way as an Everyday Way of Life
- The Calgary Way as an Economic and Social Benefit
- The Calgary Way as a Theme for the Tourist Industry
- The Calgary Way to "treat people special"

THE CALGARY WAY IS THE TRADITIONAL WAY

Somewhere in the deep dark past, Calgary gained a reputation for being "the friendly city". Reputations such as this don't just happen, they are earned.

The pioneers that settled Calgary were more than just friendly – they became permanent friends to all who crossed the city's threshold. Newcomers were made welcome no matter what their station in life or their origins. Status and respect in Calgary were earned through contribution to the city, not from inheritance or breeding.

"The old values were self reliance, imagination and courage," says retired Mayor and Lieutenant-Governor Grant MacEwan. Eva Reid, a Calgary newspaper reporter for 44 years, adds: "We were all dependent on each other. Everyone had a value."

"Everybody co-operated because they wanted to," remembers pioneer descendent and former Alderman Mary Dover. Historian Jack Peach believes that the pioneer spirit made people act like pioneers: "They were never afraid to make the first move", he says.

THE CALGARY WAY IS THE VOLUNTEER WAY

People doing things voluntarily... working on committees and making things happen.

The early volunteers included the Big Four – A.E. Cross, George Lane, Pat Burns and A.J. Maclean – who founded the Calgary Stampede in 1912 and gave a start to one of the world's great volunteer organizations. Much later, in 1948, a group of Calgary volunteers turned the Grey Cup into a national celebration. Now we have the Olympics, a truly volunteer enterprise, setting Calgary on the world stage.

The Calgary Way of voluntary co-operation has been applied to creating a great university, performing arts groups of national reputation and great facilities such as Heritage Park, the Zoo, the Saddledome and the Performing Arts Centre.

The Calgary Way isn't the private preserve of long-time citizens. "Show me a Calgarian of two years or more and I'll show you a community volunteer", says a long-time Calgary community worker. "Thousands upon thousands of Calgarians contribute their time, energy and ideas to making Calgary a special place...from tree planting programs to folk festivals... from rooting for the Stampeders or Flames to organizing peewee hockey and synchronized swimming...from raising funds for those less fortunate to raising funds to put a Calgary float in the Rose Bowl Parade."

It's all the Calgary Way.

THE CALGARY WAY IS THE FRIENDLY WAY

By offering the hand of friendship to all who entered, Calgary became known far and wide as "the friendly city".

Like all qualities based on kindness and decency, this friendly nature has been passed along within the community from parents to children, and from natives to newcomers.

The wave of settlers who arrived in the 1880's, the next wave who came between 1905 and 1912, and the new wave who came in the 70's, were all greeted with open arms; and soon they too caught the contagious warmth of Calgary. They began to express it with terms like "welcome"; "what can I do to help?"; "come on over for dinner"; "I've got two extra tickets for the game"; "we need your help on our committee".

It took but a few weeks or months before newcomers began to call themselves Calgarians, soon confirming to the folks back home that "Calgary is a friendly city – won't you come and see us." The Calgary Stampede packaged this phenomenon with its highly successful "invite a friend" campaigns.

6-RHCCC-26

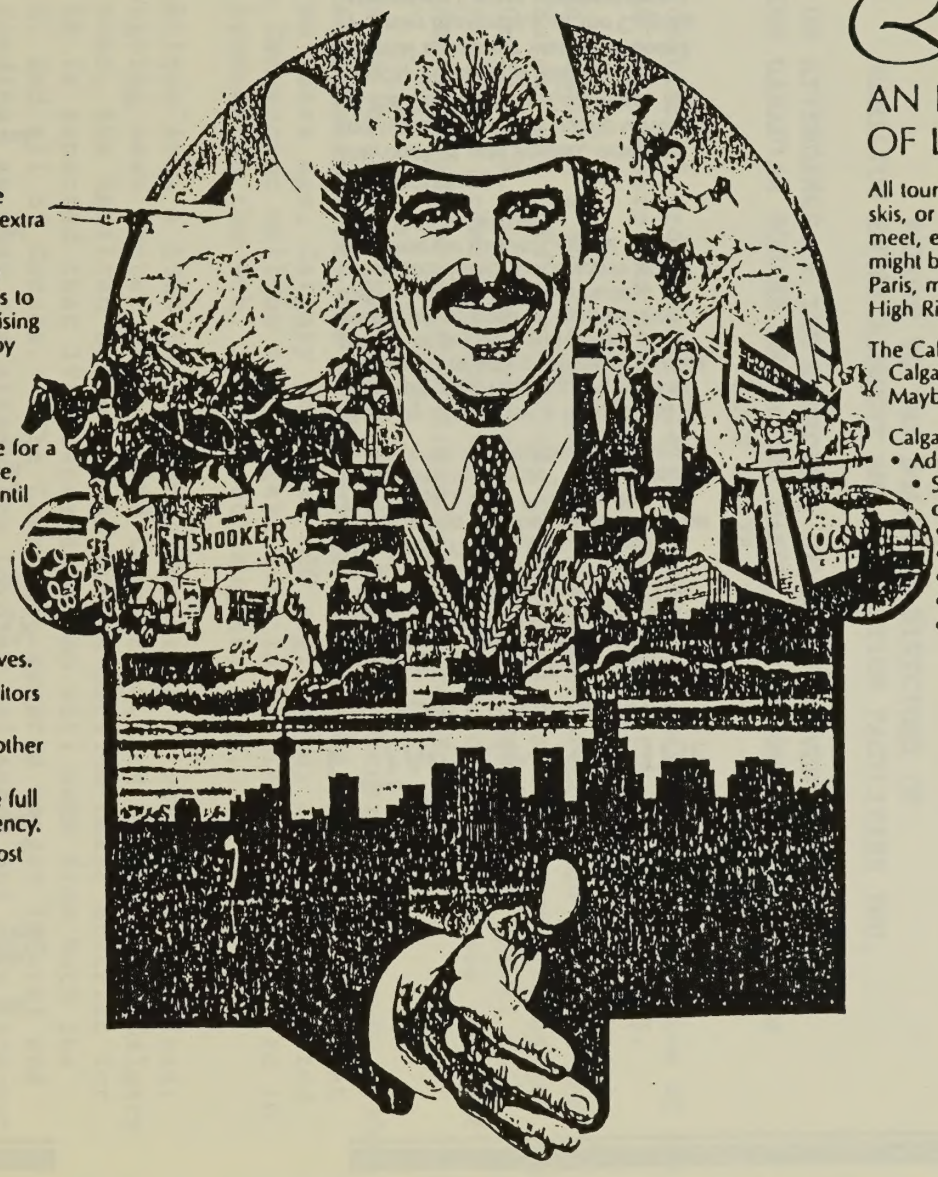
H FOR VISITORS, THE CALGARY WAY IS THE HOSPITABLE WAY

"Come to Calgary. We'll get you Stampede tickets...we'll drive you to the mountains...we'll show you the town...we'll have fun."

At some time or other every Calgarian has made this statement to family and friends "back home", and frequently it is expressed as part of an invitation to hold a conference or convention in Calgary.

The hospitality begins with the invitation. It becomes a reality with the multitude of kindnesses and courtesies extended by Calgarians to their visitors.

- The Calgary Way is to take visitors on personal guided tours of the city (rather than "sending" them).
- The Calgary Way is to invite visitors along to the Stampede party, or the Grey Cup party, or just the Saturday night party.
- The Calgary Way is to obtain packages of literature and incentive material to be sent ahead to visitors so they can plan their trip.
- The Calgary Way is to stage a mini-rodeo at a ranch for a convention group.
- The Calgary Way is to make Calgary the host for your son's hockey tournament.
- The Calgary Way is to reach out and help the visitor who has a problem - with accommodation, with transportation, or with services.
- The Calgary Way is to help someone who is lost or bewildered.
- The Calgary Way is to help the shopper by offering ideas and extra services at no extra charge.
- The Calgary Way is having the character to resist opportunities to take advantage of others by raising prices when demand is high, by outsmarting them, by putting short-term profit ahead of long-term goodwill.
- The Calgary Way is fixing a tire for a traveller just before closing time, rather than making him wait until the next day.
- The Calgary Way is to help a stranger who is sick or disabled.
- The Calgary Way is helping a visitor locate friends and relatives.
- The Calgary Way is inviting visitors into one's own home.
- The Calgary Way is to let the other driver into your lane.
- The Calgary Way is to give the full exchange rate on foreign currency.
- The Calgary Way is to return lost property.



E THE CALGARY WAY AS AN EVERYDAY WAY OF LIFE

All tourists don't arrive in July with skis, or wear lederhosen. Everyone we meet, everyday, on a casual basis, might be from out-of-town, maybe from Paris, maybe from Dallas, maybe from High River.

The Calgary Way is to treat our fellow Calgarians as though they are tourists. Maybe they are!

Calgary Way courtesies include:

- Admitting it when we are wrong
- Seeing your customer's point of view
- Sincerity of smile and handclasp
- Being kind and considerate
- Being thoughtful
- Helping keep your city clean
- Being positive about your city

THE CALGARY WAY AS AN ECONOMIC AND SOCIAL BENEFIT

Every Calgarian benefits from visitors. For some the benefit is direct, as in the case of the hotel or restaurant or service station or retailer.

For others it is indirect – the operator of the motel pays salaries and wages to employees, and they in turn buy food and clothing and entertainment. They pay rent or buy houses. The more they purchase, the more Calgary's business activity is stimulated.

The motel operator also buys supplies – cleaning, TV sets, linen, printing, food, dishes, paint, lamps, keys. Calgary's total economy benefits from these purchases too.

Still others benefit in roundabout but just as significant ways. The farmer seldom sees the visitor, but the visitor eats the food he provides. The city collects taxes from tourist businesses, and this in turn reduces the city's tax burden for individual citizens. The province collects income taxes, liquor taxes and other revenues as a result of purchases made by visitors and by restaurants and transportation companies. The provincial revenues are therefore increased and citizens of Alberta benefit from improved service.

The economic story goes on. Visitors go to theatres, buy shaving cream, collect souvenirs and crafts, use taxis, call long distance, buy post cards, read newspapers, go to church.

But there is more to tourism than economic benefits. Tourists bring friendship; they share knowledge; they offer ideas; their joy and excitement gives each Calgarian they come in contact with a sense of pride.

THE CALGARY WAY COMMUNICATIONS PROGRAM

Throughout 1985 The Calgary Way Committee will conduct a program of public communication to heighten awareness and participation in the tourist industry.

- Explanatory booklet
- Public service advertising
- Kick-off meeting
- Media launch
- Newsletters to visitor service facilities
- The Calgary Way recognition pins for voluntary effort
- Speeches and audio visual presentations for the business community, community clubs and schools
- Promotional materials
- Training seminars

"WE TREAT PEOPLE SPECIAL"
This slogan has been adopted to project action into the Calgary Way idea. Yes, it is grammatically less than perfect, but its meaning is clear and people will remember it.

A CALL TO ACTION FOR THE CALGARY WAY

The Calgary Way is a very simple principle. As you read this booklet you probably said to yourself more than once, "I knew that", or "This is just common sense." You're absolutely right; it was the feeling of the group that began the work on The Calgary Way Program that this "common sense" should be put to work for the citizens of Calgary.

The City of Calgary is recognized as a friendly city. Keeping the spirit of Calgary alive and growing requires a pledge of support and active participation from all members of the visitor and service industry. Let us join forces once again to demonstrate that in Calgary "We Treat People Special".

APPRECIATION
This booklet was written, designed and typeset as a free public service for the Calgary Way Committee by Francis, Williams & Johnson Ltd. Editorial assistance was contributed by Susan Makarchuk of the Calgary Convention Centre and freelance writer Shelagh Nolan.

It was printed by Paperworks Press Ltd. and the cost of printing was subsidized by Paperworks as a public service.

6-RHCCC-28

6-RHCCC-29

HAMILTON CONVENTION CENTRE

**REPORT TO THE BOARD OF DIRECTORS OF
HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.**

ON ATTENDANCE OF THE DIRECTOR, HAMILTON CONVENTION CENTRE AT THE CANADIAN SQUARE AND ROUND DANCE CONVENTION IN CALGARY FROM JULY 23-28, 1986

From Edmonton, I proceeded to Calgary at the request of the Executive of the Hamilton and Area Square and Round Dance Association, to represent HECFI.

I travelled with a booth from the Hamilton-Wentworth Region Visitors and Convention Bureau and this was erected, together with a table top display and the Convention Centre VCR "Get to Know Us". Two Square Dancers and myself were present at the booth from Thursday to Sunday. Next to the booth was the 1988 Convention Registration area, with six dancers as registrars.

I am happy to report that registration was very successful, and over 1,500 dancers were registered for the 1988 Convention to be held in Hamilton. At this time two years ago, Calgary had some 600 registered, and it is expected that 1988's Convention will be the biggest ever in Hamilton with from 7 to 10 thousand attendees on the 4th, 5th and 6th August, 1988.

The Hamilton Area's 1988 Square Dance Committee is very well organized; it has an ongoing news letter on the 1988 Convention, and now that the Calgary meeting is over, the Hamilton Group can advertise outside their district for dancers. It is expected that 1988 representation will come from both the northern U.S. and all of Canada. The Committee expects to get federal and provincial funding, as they are attempting to draw delegates not only from out of the Province, but also outside the country.

Calgary's Convention was a great success for the dancers. Lessons were learned for 1988, not only by the Hamilton Committee, but also my myself. It is expected that it will be the biggest Convention ever for the Square Dancers and will certainly be, to my knowledge, the biggest convention ever held in the Convention Centre.

Members will be interested to know that on July 26, 1986 (during the Convention) the Calgary Herald featured on the front page of its Travel Section a half page article on Hamilton, with a picture of the Downtown Area - a copy is attached for your information.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg
Attch.

Hamilton shows the world contrasting faces

By Kathleen Wernick
(For Southam News)

HAMILTON — Canada geese fly up from the wildfowl sanctuary at Cootes Paradise, moving above an expanse of tranquil water and against a setting sun.

Two of Canada's largest steel mills stand on a dingy waterfront, belching their smoke from a battalion of stacks outlined against the skyline.

These are two faces of Hamilton, and the first one you see depends on which way you enter the city. Westwards from Niagara Falls and the American border, it's the steel mills. Southwestwards from Toronto, it's the picture postcard.

That's just one of the contradictions that abound in this contradictory city. It's a place where you can find a beach strip and a mountain access; where the farmer's market is housed in the library building; where you can leave the large urban area and immediately find yourself in small-town rural Ontario; where favorite nightspots are country and western, and hometown musicians are classical; where, because of its position on Lake Ontario, east and west always seem to be in the wrong direction.

Hamilton is nestled in a harbor on a small corner of the lake, a unique position from which it grew to be a transportation link and industrial centre. The giant steel plants of Stelco and Dofasco sit on Hamilton Harbor, but on a summer's evening, while the lake freighters take a rest, the water is dotted with a flotilla of small sailboats.

It's a scene that should be taken in from the grassy lookout next to Dundurn Castle. Dundurn, one of Hamilton's major tourist and hometown attractions, was built in 1836 by Sir Allan Napier MacNab, prime minister of the United Provinces of Canada from 1854 to 1856.

His 35-room mansion is maintained in all its Victorian splendor, and special exhibitions and activities throughout the year take visitors back to life as it was lived over a hundred years ago.

Hamilton's other museums reflect the city's diversity. The stately home Whitehern is downtown on Jackson Street West, while the highly cultivated Hamilton Museum of Steam and

Hamilton is also the home of the Canadian Football Hall of Fame, located in the downtown Civic Square. Where else would they dare put it, for where is there a city that loves its football team as passionately as Hamilton loves its Tiger Cats?

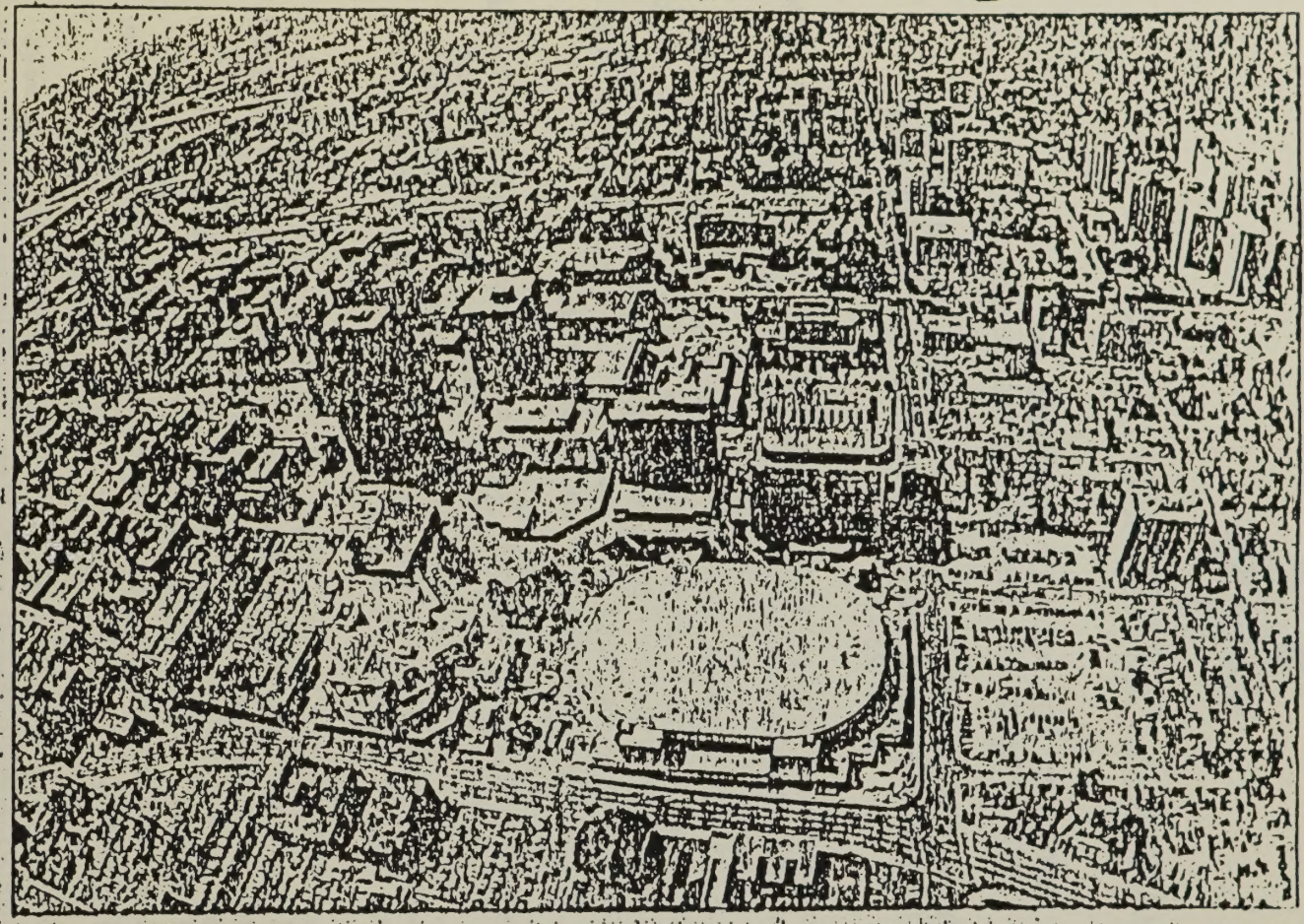
Out at the Civic Airport at Mount Hope, there's the Canadian Warplane Heritage Museum, a collection of aircraft from the Second World War and the Korean War. There are around 35 of them that can take to the air, and they are the centrepiece of an annual International Air Show, which took place this year in June.

The Royal Botanical Gardens is not only one of Hamilton's treasures — it is one of Canada's. The area around the inlet known as Cootes Paradise is in a natural state, and so are many trails, but the cultivated gardens stretch across an enormous area that reaches neighboring Burlington and Dundas. A new Mediterranean Garden, under glass at the Royal Botanical Gardens Centre on Plains Road, is its latest addition.

As the seasons change, there is always an escape to natural beauty just a few minutes away from the centre of the city. Hamilton has developed in a squeeze between Lake Ontario and the Niagara Escarpment, and residents who drive home up the escarpment live "on the mountain." Downtown development has been on the parallel streets of King and Main. A large area of these streets between Bay Street and James Street has been transformed over the past 15 years. It's here you'll find Hamilton Place, the Art Gallery of Hamilton, the large Lloyd D. Jackson Square shopping mall and the Hamilton Convention Centre. A new Sheraton Hotel and the Victor K. Copps Coliseum are the latest arrivals on the block.

The Copps Coliseum, which seats 18,000, opened in January this year and within a couple of months had treated Hamilton to something for everybody — hockey, rock, dancing horses, battling trucks and Bob Hope.

Hamilton Place has the 2,000-seat Great Hall and the small Studio Theatre which is the resident home of Theatre Aquarius, Hamilton's professional theatre company. Major international



Southam News

An aerial view of downtown Hamilton, with the new 18,000-seat Copps Coliseum as the centrepiece

plus some dedicated adults put on three Broadway musicals there. The project was such a success it is to be repeated this year.

Hamilton Place is also the home of the Hamilton Philharmonic Orchestra, which determinedly involves itself in community life. Hamilton, in fact, has an extraordinary percentage of its population playing and singing classical music. The Art Gallery of Hamilton is the third largest in Canada and its collection includes works by Cornelius Krieghoff and William Kurelek.

Ilesa Village, further west along King Street from the main downtown complex, is an area where old homes have been restored into specialty shops, galleries and restaurants. Among its

Hamilton has no shortage of nightlife. Country and western fans can have a field day in its bars. There are also some hot rock spots, and the past few years have seen a giant leap of interest in jazz and rhythm-and-blues.

Major Canadian musical artists are featured at Hamilton's Festival of Friends, which takes place at Gage Park every August.

Festitalia — celebrating the city's large and dynamic Italian population — takes over the city for two weeks in September every year.

Hamilton can be a great place for outdoor summer fun. Along Lake Ontario to the east is Con-

also worth noting that at Confederation Park is the interpretive centre of the Hamilton and Scourge, two schooners that sank during the War of 1812. The city of Hamilton owns the Hamilton and Scourge and their intact artifacts, and when they are raised from the water they will be housed in a museum on the Confederation Park site.

Hamilton forms part of the Hamilton-Wentworth Region, which also includes Ancaster, Stoney Creek and Dundas. (The last census count was 411,446) Flamborough, Waterdown, and lakeshore Burlington are to the north and east. This means that it is just a short drive from

Hamilton to a smaller community that has its own individual character and cherishes its own history. (Dundas has a Historical Society Museum, Stoney Creek has Battlefield House, and Burlington has the Joseph Brant Museum.)

It also means there is green space all around the city. Hiking, boating, fishing, swimming, camping, picnicking — they are all possible at Fifty Point, Dundas Valley, Christie and Valens conservation areas, which are run by the Region Conservation Authority.

(Wernick is a freelance writer for the Hamilton Spectator.)

6-RHCCC-30

APPENDIX "B"
TO SIXTH REPORT
OF HCC COMMITTEE

HAMILTON CONVENTION CENTRE

FROM: Marketing and Sales Department DATE: August 26, 1986

HECFI

FOR ACTION _____ FOR INFORMATION xxx

TO: B O A R D _____ (OR) HAMILTON CONVENTION CENTRE COMMITTEE xxx

SUBJECT: **Sales Reports for June and July, 1986**

RECOMMENDATION: -----

BACKGROUND:

The Secretary of the Hamilton Convention Centre Committee has been informed that the following items are being considered for the Subsidy Fund:-

Liberal Party Convention

New Democratic Party Convention

The Progressive Conservatives' Convention will be dealt with following the event in September.

6-RHCCC-32

HAMILTON CONVENTION CENTRE

MEMORANDUM

JUL 21 1986

MEMO TO: Fred Bogden
Director of Marketing, HECFI

MEMO FROM: Nat Davidson
Sales Manager, Hamilton Convention Centre

DATE: July 17, 1986

SUBJECT: SALES REPORT - JUNE 1986

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1. Sales for June 1986 were $201,359. compared to $123,376. for June 1985.

2. Actual revenue for June 1986 was: $194,930. compared to revenue of $227,128. for June 1985. Revenue for the six month period ending June 1986 was $1,129,204. compared to $1,035,270. for the six month period ending June 31, 1985.

3. Projected Revenue for the balance of 1986 is $915,103. compared to $543,597. for the same period in 1985.

4. Enclosed are the following reports:

   (a) Convention Up-date

   (b) Reduced Items

   (c) Monthly Overview

   (d) Monthly Revenue Re-cap

6-RHCCC-33

HAMILTON CONVENTION CENTRE

MONTH June YR 8

DEFINITE BUSINESS BOOKED DURING MONTH OF June. FOR July :
Figures adjusted. - 10% rooms -- 20% food & beverage

	THIS MONTH	THIS MONTH LAST YEAR ACTUAL	+ OR - CHANGE
FOOD & BEVERAGE:	37,650.	24,519.	+13,131.
RENTAL	3,250.	5,216.	- 1,966.
OTHER	2,427.	6,228.	- 3,801.
MONTHLY TOTALS:	43,327.	35,963.	+ 7,364.

TENTATIVE BUSINESS BOOKED DURING MONTH OF June FOR July

FOOD & BEVERAGE:	N/A		
RENTAL:	N/A		
MONTHLY TOTALS:	N/A		

CANCELLATIONS OF DEFINITE BOOKINGS:
(explanation on reverse side)

	CANCELLATION	NET SALES
FOOD & BEVERAGE	806.	645.
RENTAL:	88.	79.
~~OTHER~~	53.	48.
MONTHLY TOTALS:	947.	772.

ACTUAL BUSINESS DURING MONTH OF

F & B: _____

RENTAL: _____

OTHER: _____

TOTAL: _____

TOTAL FUTURE BUSINESS IN BOOKS (Definite - Tentative)
(begins with month following this report)

	1986	1987	19__	19__
FOOD & BEVERAGE:	$719,752.	$559,574.		
RENTAL:	151,927.	95,848.		
OTHER	43,424.	30,567.		
TOTALS:	$915,103.	$685,989.		

DATE _____

SALES MANAGER _____

DATE _____

GENERAL MANAGER _____

TOTAL YEAR TO DATE REVENUE

FOOD & BEVERAGE _____

RENTAL _____

Cancellations - July

Stelco Inc.	July 14, 1986	$772.00	Returning to R.H.Y.C.

HAMILTON CONVENTION CENTRE

MARKETING AND SALES DEPARTMENT

MONTHLY OVERVIEW

JUNE 1986

CONTRACTS	PERSONAL	TELEPHONE	IN HOUSE	MAIL
Week 1	14	96	6	39
Week 2	18	87	13	60
Week 3	27	103	9	47
Week 4	23	109	6	50
TOTAL	82	395	34	196

DEFINITE BOOKINGS	DATE	N/R	REVENUE	REP
Hamilton Teachers Federation	06/17/87	R	$ 7,102.	PM
Cdn Institute of Food Science	05/15/87	R	60,794.	PM
St. Jean de Brebeuf High School	06/12/87	R	7,060.	PM
CUPE Local 5	12/07/86	R	4,900.	PM
Sherwood Sceondary School	05/02/87	R	9,752.	PM
Assessment Review Board	07/21/86	R	120.	PM
Philippino Canadian Association	03/21/87	R	10,070.	PM
Assessment Review Board	3 Serial Bookings	R	186.	PM
Shipley/Thompson Wedding	08/29/87	N	3,625.	PM
Hamilton Blue Light Pro/Am Golf	05/05/86	R	4,240.	
Hamilton Board of Education	09/10/86	R	430.	SF
Hamilton Pharmacists Association	11/26/86	R	297.	PM
Baha'i Community of Hamilton	10/03/86	N	1,929.	SF
Opera Hamilton	10/25/86	R	9,275.	PM
Bank of Commerce	10/08/86	N	2,749.	PM
Halton Seperate School Board	05/11/87	R	2,178.	PM
McMaster Continuing Medical	12/10/86	R	1,188.	PM

...2/

MONTHLY OVERVIEW CONTINUED

DEFINITE BOOKINGS	DATE	N/R	REVENUE	REP
Merck, Sharp and Dohme	08/28/86	N	1,611.	PM
Hamilton Harbour Public	07/16/86	N	944.	PM
Computervision Canada Inc.	07/23/86	N	601.	PM
Lori Figliola Wedding	06/27/87	N	2,807.	SF
Rotary Luncheon	07/02/86	R	159.	
Lady Hamilton	12/10/86	R	1,431.	SF
Economic Development Department	06/25/86	R	276.	SF
Navistar International Corporation	06/23/86	N	215.	SF
Dominion Securities	07/10/86	R	250.	PM
Goryan/Hough Wedding	09/12/87	N	6,360.	SF
Hamilton Civic Hospitals	09/17/86	R	4,770.	PM
Tridont (Dental) Group	09/14/86	R	278.	PM
City Hall Review Board	06/14/86	R	0.	PM
Hamilton Board of Education	08/28/86	R	3,286.	SF
Carson Centre for Professional	06/28/86	R	272.	PM
Carson Centre for Professional	06/17/86	R	116.	PM
Hamilton-Wentworth Housing Authority	07/24/86	R	254.	PM
Cdn Round Dancers Festival	10/09/87	R	T.B.A	PM
St. Joesph's Hospital	07/04/86	R	21,465.	PM
D4mmans/Bellefiuelle Wedding	07/25/87	N	2,990.	PM
T. Eaton Company	06/18/86	R	445.	PM
University Women's Club	05/19/87	R	1,669.	PM
Shirley Lewis Information Services	10/08/86	R	175.	KD
Petro Canada	06/24/86	R	1,669.	SF
Legion of Ham (Engineering Week)	10/27/86	R	8,680.	
Institute of Housing Management	09/13/86	R	2,291.	PM
Hamilton Academy of Dentistry	05/01/87	R	1,350.	

...3/

MONTHLY OVERVIEW CONTINUED — PAGE THREE

DEFINITE BOOKINGS	DATE	N/R	REVENUE	REP
Administrative Management Society	10/21/86	R	1,007.	PM
Ontario Housing Corporation	06/24/86	R	834.	SF
Wyze Dance	06/13/86	N	4,452.	PM
Regional Planning	06/11/86	R	360.	PM
I. Waxman & Sons	12/06/86	R	4,240.	PM
Canron Inc.	06/16/86	R	207.	SF
		TOTAL	$201,359.	

CANCELLATIONS	DATE	REVENUE	REASON
Wilf Darby Retirement Party	07/14/86	$ 947.	Retiree wants to go to R.H.Y.C.
Assumption High School	06/19/87	7,102.	Re-booked for June 30/88
Westinghouse- Retirement Party	06/26/86	1,298.	Cancelled due to lack of interest.
PC Canada Fund	10/23/86	47,700.	P.M. not available
Parkside Highschool	06/27/86	1,908.	Couldn't have bar.
Green/Miller Wedding	08/16/86	604.	Dinner not necessary
Dominion Securities	06/18/86	800.	Will advise another date.

TENTATIVE BOOKINGS	DATE	N/R	REVENUE	NO'S
McMaster Convocation	11/14/86	R	$ 250.	50
Sheila Baine Wedding	06/13/87	N	2,500.	140
Cdn Food Service Executives	09/16/86	R	882.	40
Marlin Travel	10/19/86	R	1,765.	1000
Chedoke-McMaster Hospitals	07/09/86	R	550.	30
Hadazzah-Wizo Bazaar	11/01/87	R	3,360.	4000
Robert Wilson	05/09/87	N	8,480.	400
Mrs. Verardo - Wedding Shower	09/20/87	N	2,036.	125

DEPARTMENT INITIATIVES

Presentations to:

Arena Managers
Ontario Transport
Credit Union Central

MEETINGS ATTENDED

Sales - 4
HCC Finance -1
Optimists -1
Convention Update -3
Big Brothers -1
Hall of Fame -1
Ad & Sales -2
Systems -1
Ontario Transport -1
Hecfi -1
Motor Coach - 1
Leeds -1
HCC Board -1
Cdn Parks & Rec - 1
BOCA - 2
Inst. Food Science - 1
Arena Managers -1

CONFIRMED CONVENTIONS & COMMUNITY EFFECT (ESTIMATED) JULY 17, 1986

GROUP	DATES	NO'S	ACCOMMODATION	ANCILLARY REQ.	FOOD & BEV.	RETAIL	TOTAL
Optimist Club	Aug 7-10/86	700	137,349.	53,120.	70,729.	32,283.	293,481.
Tupperware	Aug 20-23/86	800	117,722.	45,529.	60,622.	27,669.	251,542.
Canadian Round Dancers	Aug 14-16/86	300	44,145.	17,073.	22,733.	10,376.	94,327.
Ontario Nursing Home Association	Sept 8-11/86	400	78,485.	30,354.	40,416.	18,447.	167,702.
Ontario Health Councils	Oct 3-4/86	200	19,620.	7,588.	10,103.	4,611.	41,922.
Hamilton Area Challenge Square Dancers	Nov 6-8/86	500	73,576.	28,455.	37,888.	17,293.	157,212.
Student Mission	Dec 26-31/86	2000	588,612.	227,647.	303,110.	138,349.	1,257,718.
Arena Managers Association	Jan 14/87	100	4,914.	1,901.	2,531.	1,154.	10,500.
Ontario Holstein Association	Feb 24-26/87	500	70,200.	27,150.	36,150.	16,500.	150,000.
Critical Care	Apr 26-28/87	200	29,484.	11,403.	15,183.	6,930.	63,000.
Electron Microscopy	May 3-8/87	1500	442,260.	171,045.	227,745.	103,950.	945,000.
Canadian Institute Food Science & Technology	May 17-20/87	700	137,349.	53,120.	70,729.	32,283.	293,481.
Ontario Motor Coach	June 3-5/87	700	137,124.	53,033.	70,613.	32,230.	293,000.
Canadian Association Equipment Distributors	June 14-16/87	700	103,007.	39,838.	53,044.	24,211.	220,100.
Respiratory Therapy Society	July 27-30/87	200	39,242.	15,177.	20,208.	9,223.	83,850.
Ontario Public School Teachers Federation	Aug 9-21/87	700	447,174.	172,946.	230,275.	105,105.	955,500.
Sports Distributors	Aug 23-26/87	200	39,312.	15,204.	20,244.	9,240.	84,000.
Rental Association	Sept 13-16/87	300	58,968.	22,806.	30,366.	13,860.	126,000.
Canadian Round Dancers	Oct 9-11/87	250	36,855.	14,254.	18,978.	8,663.	78,750.
Canadian Auto Club	June 17-23/88	350	120,393.	46,562.	61,997.	28,298.	257,250.

CONFIRMED CONVENTIONS & COMMUNITY EFFECT (ESTIMATED) CONTINUED PAGE 2

GROUP	DATES	NO'S	ACCOMMODATION	ANCILLARY REQ.	FOOD & BEV.	RETAIL	TOTAL
Lithuanian Folk Dance	July 1-3/88	2000	294,119.	113,751.	151,458.	69,130.	628,458.
Pentecostal Assemblies of Canada	Aug 27-30/88	1000	196,560.	76,020.	101,220.	46,200.	420,000.
Homebuilders National Conference	Feb 5-8/89	2000	392,427.	151,772.	202,083.	92,237.	838,519.
Canadian Parks & Recreation Association	Aug /89	1000	147,000.	57,000.	76,000.	35,000.	315,000.
Institute of Association of Executives	Aug 12-15/90	700	137,349.	53,120.	70,729.	32,283.	293,481.
Ontario Society of Medical Technicians	Sept 17-20/90	500	98,106.	37,943.	50,520.	23,059.	209,628.
Credit Union Central of Ontario	Mar 28-Apr 1/90	2000	490,510.	189,706.	252,592.	115,291.	1,048,099.
Association of Conservation Authorities	Aug 5-9/90	1000	245,255.	94,853.	126,296.	57,645.	524,049.
T O T A L	127 Days	21500	4,727,117.	1,828,370.	2,434,562.	1,111,520.	10,101,569.

TOTAL DAYS 127

TOTAL DELEGATE DAYS 97,610

ESTIMATED COMMUNITY BENEFIT $10,101,569.

	FUNCTION	REDUCED ITEM	DETAILS	TOTAL REDUCTION	REVENUE RECEIVED	REASON	APPROVAL
[illegible]	Federation of Canadian Municipalities	Rental	Reduced	$ 6808.00	$ 70862.64	Confirmation	W. [illegible]
[illegible]	Hamilton-Wenworth Planning Department	Rental	40% Discount	$ 140.00	$ 912.25	Government Rate	N. David
[illegible]	Institute of Municipal Assessors	Rental	Reduced	$ 245.00	$ 1137.50	City Rate	N. David
[illegible]	Jenkins/Downie Wedding	Rental	Complimentary	$ 60.00	$ 3985.55	Change Room	R. Lakins
[illegible]	June Sweeney School of Dance	Rental	Complimentary	$ 330.00	$ 2888.36	Change Room	N. David
[illegible]	Ontario Genealogical Society	Upright Piano	Complimentary	$ 65.00	$ 1509.87	Confirmation	N. David
[illegible]	McMaster Professional Development Conference	Rental	20% Discount	$ 105.00	$ 2461.00	Policy	N. David
[illegible]	Ministry of the Attorney General	Rental	40% Discount	$ 70.00	$ 105.00	City Rate	N. David
[illegible]	Hamilton-Wentworth Region Probation and Parole	Rental	40% Discount	$ 80.00	$ 205.80	Government Rate	N. David
[illegible]	Hamilton-Wentworth Region Planning Department	Rental	40% Discount	$ 80.00	$ 411.00	Government Rate	N. David
[illegible]	Higenell/Cahill Wedding	Rental	Complimentary	$ 85.00	$ 2917.55	Change Room	R. Lakins
[illegible]	Hamilton Teachers Federation	Grand Piano	Complimentary	$ 95.00	$ 3896.60	Confirmation	R. Lakins
[illegible] 22nd	Ontario New Democratic Party	Rental	Complimentary	$ 24945.00	$ 11037.70	Confirmation	N. David
[illegible]	Festival Country Travel Association	Rental	Complimentary	$ 175.00	$ NIL	Confirmation	F. Bogden
[illegible]	Westdale Secondary School	Rental	Complimentary	$ 120.00	$ 1335.00	Storage	R. Lakins
[illegible]	City of Hamilton	Rental	Reduced	$ 38.00	$ 72.00	City Rate	R. Lakins

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	FUNCTION	REDUCED ITEM	DETAILS	TOTAL REDUCTION	REVENUE RECEIVED	REASON	APPROVAL
[illegible]	Hamilton-Wentworth Region Economic Development Department	Rental	Reduced	$ 80.00	$ 220.00	Government Rate	N. [illegible]
[illegible]	Red Cross Blood Donor Clinic	Rental	Complimentary	$ 685.00	$ NIL	Community Servic	W. [illegible]
[illegible]	Hewitt/Stelmach Wedding	Rental	Complimentary	$ 165.00	$ 3844.65	Change Room	R. [illegible]
			Hamilton Convention Centre				
			RENTAL	$ 840.00			
			COFFEE	25.00			
			H.E.C.F.I.				
			RENTAL	890.00			
			COFFEE	17.00			
			TOTAL	$ 36143.00			

D-RHCCC--2

HAMILTON CONVENTION CENTRE

M E M O R A N D U M

MEMO TO: Fred Bogden
Director of Marketing, HECFI

Bill Penfold
Director, Hamilton Convention Centre

MEMO FROM: Nat Davidson
Sales Manager, Hamilton Convention Centre

DATE: August 15, 1986

SUBJECT: SALES REPORT - JULY 1986

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1. Sales for July 1986, were $246,626. compared to Sales of $185,450. for July 1985, up $61,176.

2. Actual revenue for July 1986 was $57,316. compared to revenue of $35,963. for July 1985, up $21,353. over July 1985.
Revenue for the seven month period ending July 31, 1986, is $1,186,520. compared to revenue of $1,071,233. for the seven month period ending July 31, 1985, up $116,287. over the same period for 1985.

3. Projected revenue for the balance of 1986 is $862,991. compared to $511,175. for balance of 1985, up $351,816.

4. Enclosed are the following reports:

   (a) Convention Up-date

   (b) Reduced Items

   (c) Monthly Overview

   (d) Monthly Revenue Re-cap

HAMILTON CONVENTION CENTRE

MARKETING AND SALES DEPARTMENT

MONTHLY OVERVIEW

JULY 1986

CONTRACTS	PERSONAL	TELEPHONE	IN HOUSE	MAIL
Week 1	7	87	3	29
Week 2	6	101	9	71
Week 3	4	103	8	66
Week 4	7	121	7	88
TOTAL	24	412	27	254

DEFINITE BOOKINGS	DATE	N/R	REVENUE	REP
Hamilton Real Estate Board	11/20/86	R	4,732.	PM
Ebony Fashion Fair	05/20/87	R	4,982.	PM
Evans Philp Law Firm	08/20/86	N	190.	PM
Ham Certified Accountants Association	06/13/87	R	2,279.	PM
Financial Concept Group	08/20/86	R	482.	SF
Players Guild of Hamilton	06/19/87	R	2,544.	PM
Cari-Can Festival	08/22/86	N	11,395.	PM
Dickens/Edgar Wedding	08/15/87	N	4,452.	PM
Ont. Provincial Open Karate	02/28/87	R	3,296.	PM
Media Club of Hamilton	04/01/87	R	509.	PM
Media Club of Hamilton	09/02/87	R	509.	PM
McMaster Engineering Society	02/14/87	R	720.	PM
McMaster - Continuing Medical Education	02/11/87	R	3,352.	PM
Hertz Canada Ltd.	11/15/86	R	2,014.	SF
Hamilton-Wentworth District Health Council	10/20/86	R	280.	SF
Ontario Centre for the Prevention Child Abuse	09/30/86	R	776.	PM
Ontario Centre for the Prevention Child Abuse	11/25/86	R	759.	PM
Dofasco Inc.	10/27/86	R	1,080.	

DEFINITE BOOKINGS	DATE	N/R	REVENUE	REP
Ontario Public School Teachers Federation	08/17/86	R	65,614.	PM
Hamilton Wentworth Housing Authority	08/28/86	R	201.	PM
Hamilton Civic Hospitals' Medical Staff	01/30/87	R	3,525.	PM
Sports Distributors	08/22/87	R	19,700.	PM
St. Thomas More Highschool	05/23/87	R	9,116.	PM
Cdn. Credit Institute - Hamilton Chapter	04/14/87	R	1,510.	PM
Ambitious City Toastmistress Club 2 serial bookings		R	682.	PM
Assessment Review Board - 2 serial bookings	09/30/86	R	171.	PM
Funeral Services Association 8 serial bookings		R	2,336.	PM
Ontario Separate School Trustees Association	04/02/87	R	27,910.	PM
Ham-Went Community Industrial Training Comm.	10/22/86	R	1,663.	PM
Bedard/Riesberry Wedding	05/30/87	R	3,339.	PM
ity of Hamilton-Public Works Department	10/08/86	R	1,735.	SF
Free Trade Forum	10/18/86	R	5,501.	PM
St. Thomas More Highschool	06/26/87	R	4,107.	PM
Hamilton Real Estate Board	10/08/86	R	3,445.	PM
Registered Nurses Association of Ontario	09/17/86	R	1,696.	PM
Society of Management Accountants 2 serial bookings		R	796.	PM
Ontario Separate School Trustees'	08/26/86	R	400.	PM
Graduate Club of Hamilton	11/22/86	R	1,600.	PM
Graduate Club of Hamilton	12/06/86	R	3,562.	PM
A&P Food Fair	04/07/87	R	30,570.	PM
Ambitious City Toastmistress Club 7 serial bookings		R	2,597.	PM
Hamilton Academy of Medicine	07/08/86	R	371.	PM
Elizabeth Baillie Wedding	09/05/87	R	3,335.	SF
Computervision Canada Inc.	07/23/86	R	601.	PM
Navistar International Corp.	07/09/86	R	212.	PM

...3/

DEFINITE BOOKINGS	DATE	N/R	REVENUE	REP
Regent Holidays	08/11/86	R	5,088.	PM
Media Club of Hamilton	02/04/87	R	510.	PM
Media Club of Hamilton - 3 serial bookings		R	382.	PM
		TOTAL	$246,626.	

CANCELLATIONS	DATE	N/R	REVENUE	REASON
Hamilton Academy of Medicine	12/10/86	R	1,775.	Using Hospitals as usual.
Ruth Seagrove Wedding	09/20/86	N	3,210.	Getting married in England instead.
Rosato/Brown Wedding	08/22/87	N	8,439.	Not going ahead
Ontario Marketing Food & Wine Festival	02/18/87	R		Not going ahead
Shirley Lewis Information Services	10/08/86	R	175.	Lack of interest
Hamilton Psychiatric Hospital	10/01/86	R	3,307.	Couldn't provide meeting space.
Ontario Speech and Hearing	10/28/87	R		Hotel in Toronto
PCS Furniture	08/01/86	R	636.	Unable to received license.

TENTATIVE BOOKINGS	DATE	N/R	REVENUE	NO'S
McMaster University	10/29/86	R	382.	20
McMaster University	11/05/86	R	382.	20
Hamilton Medical Legal Society	03/12/87	R	3,078.	120
Canadian Imperial Bank of Commerce	11/13/86	R	2,763.	125
St. Joesph's Hospital - 3 serial bookings		R	987.	60

DEPARTMENT INITIATIVES

BOCA - 2 day F.A.M. Tour & Reception
Pioneer Women's Organization - Bid Proposal
Scottish Rite Organization - Bid Proposal

MEETINGS ATTENDED

Sales - 1
Optimists Conv. - 1
Convention Update - 3
Big Brothers - 1
Hall of Fame - 1
Ad & Sales - 1
Cdn. Parks and Rec. -1
BOCA - 3

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HAMILTON CONVENTION CENTRE

MONTH July YR 8

DEFINITE BUSINESS BOOKED DURING MONTH OF July FOR August:
Figures adjusted - 10% rooms - 20% food & beverage

	THIS MONTH	THIS MONTH LAST YEAR ACTUAL	+ OR - CHANGE
FOOD & BEVERAGE:	93,459.	24,519.	+68,940.
RENTAL	27,054.	5,216.	+21,838.
OTHER	7,897.	6,228.	+ 1,669.
MONTHLY TOTALS:	128,410.	35,963.	+92,447.

TENTATIVE BUSINESS BOOKED DURING MONTH OF July FOR August

FOOD & BEVERAGE:	N/A		
RENTAL:	N/A		
MONTHLY TOTALS:	N/A		

CANCELLATIONS OF DEFINITE BOOKINGS:
(explanation on reverse side)

	CANCELLATION	NET SALES	ACTUAL BUSINESS DURING MONTH OF
FOOD & BEVERAGE	604.	483.	F & B:
RENTAL:	600.	540.	RENTAL:
~~OTHER~~	36.	32.	
MONTHLY TOTALS:	1,240.	1,055.	OTHER:
			TOTAL:

TOTAL FUTURE BUSINESS IN BOOKS (Definite - Tentative)
(begins with month following this report)

	1986	1987	19__	19__
FOOD & BEVERAGE:	691,194.	686,922.		
RENTAL:	135,040.	115,849.		
OTHER	36,757.	36,942.		
TOTALS:	862,991.	839,713.		

DATE _____

SALES MANAGER _____

DATE _____

GENERAL MANAGER _____

TOTAL YEAR TO DATE REVENUE

FOOD & BEVERAGE _____

RENTAL _____

CANCELLATIONS

Green/Miller Wedding	August 16, 1986	$604.00	Other Facilities
PCS Furniture	August 1-4/86	636.00	No response

CONFIRMED CONVENTIONS & COMMUNITY EFFECT (ESTIMATED) JULY 17, 1986

GROUP	DATES	NO'S	ACCOMMODATION	ANCILLARY REQ.	FOOD & BEV.	RETAIL	TOTAL
Optimist Club	Aug 7-10/86	700	137,349.	53,120.	70,729.	32,283.	293,481.
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Pentecostal Assemblies of Canada	Aug 27-30/88	1000	196,560.	76,020.	101,220.	46,200.	420,000.
Homebuilders National Conference	Feb 5-8/89	2000	392,427.	151,772.	202,083.	92,237.	838,519.
Canadian Parks & Recreation Association	Aug /89	1000	147,000.	57,000.	76,000.	35,000.	315,000.
Institute of Association of Executives	Aug 12-15/90	700	137,349.	53,120.	70,729.	32,283.	293,481.
Ontario Society of Medical Technicians	Sept 17-20/90	500	98,106.	37,943.	50,520.	23,059.	209,628.
Credit Union Central of Ontario	Mar 28-Apr 1/90	2000	490,510.	189,706.	252,592.	115,291.	1,048,099.
Association of Conservation Authorities	Aug 5-9/90	1000	245,255.	94,853.	126,296.	57,645.	524,049.
T O T A L	127 Days	21500	4,727,117.	1,828,370.	2,434,562.	1,111,520.	10,101,569.

TOTAL DAYS 127

TOTAL DELEGATE DAYS 97,610

ESTIMATED COMMUNITY BENEFIT $10,101,569.

	ITEM			REDUCTION	RECEIVED		
[illegible]	St. Joseph's Hospital Building Campaign	Rental	Complimentary	$ 165.00	$ 6,184.34	Fund Raising	R. Laking
[illegible]	Svardala/Telawski Wedding	Rental	Complimentary	165.00	5,059.40	Change Room	R. Laking
[illegible]	Phillipino Association Hamilton	Grand Piano	Complimentary	95.00	1,741.50	Confirmation	R. Laking
[illegible]	Fenwick/Rosati Wedding	Rental	Complimentary	165.00	12,374.03	Change Room	R. Laking
[illegible]	Raycraft/Buttenham Wedding	Rental	Complimentary	165.00	3,527.80	Change Room	R. Laking
[illegible]	McKague/Beavers Wedding	Rental	Complimentary	165.00	3,093.35	Change Room	R. Laking
				$ 920.00			
			Hamilton Convention Centre				
			RENTAL	$ 465.00			
			COFFEE	16.00			
			H.E.C.F.I.				
			RENTAL	360.00			
			COFFEE	13.00			
			HAMILTON PLACE				
			RENTAL	4,285.00			
			TOTAL	$ 6,059.00			

		ITEM		REDUCTION	RECEIVED		
[illegible] 4th	St. Joseph's Hospital Building Campaign	Rental	Complimentary	$ 165.00	$ 6,184.34	Fund Raising	R. Laking
5th	Svardala/Telawski Wedding	Rental	Complimentary	165.00	5,059.40	Change Room	R. Laking
12th	Phillipino Association Hamilton	Grand Piano	Complimentary	95.00	1,741.50	Confirmation	R. Laking
13th	Fenwick/Rosati Wedding	Rental	Complimentary	165.00	12,374.03	Change Room	R. Laking
19th	Raycraft/Buttenham Wedding	Rental	Complimentary	165.00	3,527.80	Change Room	R. Laking
20th	McKague/Beavers Wedding	Rental	Complimentary	165.00	3,093.35	Change Room	R. Laking
				$ 920.00			
			Hamilton Convention Centre				
			RENTAL	$ 465.00			
			COFFEE	16.00			
			H.E.C.F.I.				
			RENTAL	360.00			
			COFFEE	13.00			
			HAMILTON PLACE				
			RENTAL	4,285.00			
			TOTAL	$ 6,059.00			

APPENDIX "C"
TO SIXTH REPORT
OF HCC COMMITTEE

M E M O R A N D U M

MEMO TO: William Penfold

FROM: Stephen Dockman 22/8

DATE: August 22nd, 1986

SUBJECT: Odor and Bacteria Control System

As you requested, we arranged for the trial period to be extended to July 31st to monitor the effectiveness of the Ecol-O-Matic Control System which was recommended for purchase earlier this year.

During this five month trial period we found the unit to be effective in reducing the offensive odor that was generated by the garbage in the compactor room. As well the unit leaves a pleasant odor in the room throughout the day as it intermittently sprays the area with an odor eradicator chemical.

I have negotiated a reduction in the amount ot $128.00 which represents two months rent. The net cost of the unit is $1,967.00. In light of the results of the trial period I recommend we purchase the unit from Ecolo Odor Control Systems Inc. for the total of $2,104.69.

Dockman

Stephen H. Dockman
Operations Manager

SHD/lp

ECOLO
ODOR CONTROL SYSTEMS INC.

AUG 2 2 1986

Q U O T A T I O N

TO: Hamilton Convention Centre,
115 King Street West,
Hamilton, Ontario
L8P 4T9

Attention: Mr. Stephen H. Dockman
Director of Operations

RE: Ecolo Odor Control Systems I

DATE: August 15, 1986

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	ECOL-O-MATIC ODOR CONTROL SYSTEM		
1	Model A1S-1MLS-4	$2,095.00	
	Less 2 Month's Rent	-128.00	$1,967.
	CHEMICAL:		
	1 - 5 gallon and 2 litres of Ecolo Odorblast Odor Eradicator every 60 days @ $42.50/month		

F.O.B.: Mississauga, Ontario
TERMS: Net 30 days
DELIVERY: Unit to be purchase before Sept. 30/86
WARRANTY: 100% parts and labour
Providing only Ecolo Odor Eradicator is used.

Per _____
Wayne Liberty

This Quotation is valid for a period of 30 days from the above date

To indicate acceptance, please return one signed copy to our office
Accepted by:_____ Title:_____
P.O. #_____ Date:_____

1222 FEWSTER DRIVE, UNIT 8 • MISSISSAUGA, ONTARIO, CANADA L4W 1A1 • TEL: (416) 622-2785/625-8892

HAMILTON CONVENTION CENTRE COMMITTEE MINUTES OF JUNE 27, 1986

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, June 27, 1986
9:00 o'clock a.m.
Albion "A" HCC

PRESENT: Mr. T. E. Yates, Chairman
Alderman B. Hinkley
Alderman R. Wheeler
Mr. D. M. Beattie
Ms. J. Gowland

ALSO PRESENT: Mr. W. J. Penfold, Director, HCC
Mr. N. Davidson, Sales Manager, HECFI
Mr. B. K. Conacher,
Managing Director/CEO, HECFI
Mrs. B. Goddard, Secretary

1. The Chairman called the meeting to order at 9:00 o'clock a.m.

Minutes of previous meeting

Access to information by public and media

2. Minutes of previous meeting

Following a motion by Alderman Hinkley, seconded by Mr. Beattie, to pass the minutes of the previous meeting, Alderman Hinkley raised the question of what information is at present available to the press and/or members of the public about conventions booked for the Centre. At the recent seminar held here, he got the impression that we should have a clear policy on making information accessible, as with more information, many services could be developed in the community. In many places, the information is readily available, the whole idea being that more businesses will benefit locally if this advantage is taken. He wanted to be aware of what is and is not provided, so that people can be helped to develop convention services, and to what extent the information is given out. Mr. Penfold pointed out that although the media and public are informed that a convention is confirmed, no name or address or phone number of the convenor is supplied - the reason being that they may then be inundated with unwanted calls from suppliers etc. Alderman Hinkley stated he would like more discussion, and a policy set so that it is clear what information may or may not be given out. For instance, what do other centres do on this? We should be able to inform the client that there are services available, and find out tactfully whether they wish to have information given out. It was pointed out that anyone can get the information eventually if they wish, but we could find out right away if they are agreeable to us dispensing the facts.

Mr. Davidson pointed out that when bookings are for two to three years ahead, we do not have much more than the confirmation, but that when more facts are known the Visitors and Convention Bureau should have access.

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Mr. Beattie asked whether any arrangement was in effect with the Culture and Recreation Department to enable golfing conventioneers to play during time off, and was informed by Mr. Penfold that this is the case, and we also have arrangements with the YMCA for other athletic visitors.

Alderman Wheeler pointed out that what it comes down to is that the convenor should be informed that if his or her name can be released to convention services, it would only be so that these services can be of assistance; their wishes should then be respected. Alderman Binkley agreed, as he has been involved in organizing functions, but stated that the way a convenor is approached is very important; this should be done tactfully. Mr. Davidson informed the meeting that the initial contact is made aware of the services, but in many cases that person is not the one who ultimately co-ordinates the function.

In order for the meeting to proceed with the Agenda, the Chairman instructed the Secretary to put this item on the agenda for discussion at a future meeting. Mr. Penfold stated there had been a policy on this but he would be pleased to investigate what other Centres do in this regard and report back to the Committee. The motion -

Secretar

Directo

THAT THE MINUTES OF THE MEETING HELD MAY 30, 1986 BE APPROVED AS CIRCULATED TO THE MEMBERS

was CARRIED

Director's Report for May 1986

3. Director's Report for May 1986

Mr. Penfold presented his report, stating that May had been a very busy month, with a number of high profile items, including the Children's Aid Convention, Critical Care Seminars, the Ontario English Catholic Tachers' Association meetings and the American Economic Development Council Convention, all leading up to the Annual Convention of the Federation of Canadian Municipalities which began at the end of the month. Other events included the Ontario Provincial Open Karate Championships, the A & P Food Fair (Trade Show) and the Ebony Fashion Show.

Occupancy rose for the first five months of the year with 92% vs. 91% in 1985. Percentage of use was 30% in 1986; 28% in 1985.

Many necessary items of repair and maintenance will be dealt with in July (which is a quiet month for the building) including dealing with frayed rugs in Chedoke and Wentworth. All the rugs in the building will be cleaned and all necessary painting will also be done in preparation for the busy months ahead.

The Director also gave an up-date of proceedings on the MacNab Arms Restaurant at Dundurn Castle, stating that the Parks and Recreation Committee had approved the Centre's proposal, and that this had been ratified by City Council at its last meeting. (This item also appeared later in the Agenda - see Item 9).

It was MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE REPORT OF THE DIRECTOR, HAMILTON CONVENTION CENTRE, FOR THE MONTH OF MAY, 1986 BE RECEIVED.

MOTION CARRIED

Corres-pondence

4. Correspondence

It was MOVED by Mr. Beattie, seconded by Alderman Hinkley -

THAT THE CORRESPONDENCE ITEMS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Client Evaluations

5. Client Evaluations

Mr. Beattie opened the discussion on this item, pointing out that three items come up regularly - lighting, temperature and signs. There is obviously a problem with the temperature in the building, otherwise the evaluations appear to be very good - even people who have complaints, often state they would come back. The Chairman informed Mr. Beattie that the same three items have been a recurring problem - especially the temperature.

Mr. Conacher stated that HECFI has not as yet taken over the utilities - it involves capital spending, and Mr. Crane (Director, Copps Coliseum) is working on the problem. The capital allocations were approved by City Council at its last meeting. The Chairman asked if this meant that the problem would be dealt with in the next two or three months, and Mr. Conacher agreed that this was possible. Alderman Hinkley pointed out that other places also have this problem and that sensitive equipment is needed to monitor temperature. Mr. Penfold pointed out that the computer controls are older than the building and need to be replaced.

On the question of lighting, Mr. Penfold informed the meeting that strip lighting is to be placed in Chedoke and some of the smaller rooms in accordance with the motion passed at a meeting held April 24, 1986 and approved by the Board at its meeting held May 09, 1986. Also, the large signs bought last year are working well.

Mr. Beattie mentioned the problem of noisy groups being in close proximity to each other - this is being watched by staff.

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Alderman Wheeler asked whether the "rover" had been put back on - he was assured that this was the case, and that it is a help, as temperatures in the building can be adjusted manually.

It was MOVED by Mr. Beattie, seconded by Alderman Wheeler -

THAT THE CLIENT EVALUATIONS BE RECEIVED FOR INFORMATION

MOTION CARRIED

Sales Report for May 1986

6. Sales Report - May 1986 Secret

In the absence of the Director of Marketing and Sales, Mr. Davidson went through the Sales Report for the benefit of the members, stating that sales for May 1986 were $220,394, compared to $307,716 for May 1985. Several good rack rate events were booked during May 1985, i.e. Westinghouse Canada, Ontario Marketing, Sportsman Show, Womens World, amounting to approximately $105,000.

Actual revenue for May 1986 was $235,877 compared to the May 1985 figure of $205,075. For the five months ended May 31, 1986 revenue was $934,274 compared to $808,142 for the same period in 1985, up $126,132. Projected revenue for the balance of 1986 is $954,077 compared to $541,217 in 1985.

Mr. Davidson confirmed that the three new conventions which were expected to be confirmed had been and will appear on the next report.

In answer to a query from the Chairman, Mr. Davidson confirmed that the new Account Executive, Mr. Sal Farrauto, is fitting in quite well since he started on May 26, 1986 and is at present concentrating on national and international associations, in order to start a data base.

Unaudited Operating Results to May 1986

7. Unaudited Operating Results for the five-month period ended May 31, 1986

From the report received from the Director of Finance and Administration, it was noted that for the month of May and the five month period ended May 31, 1986, the Hamilton Convention Centre realized budgetary surpluses of approximately $21,521 and $92,007 respectively.

These surpluses arose primarily from the gross margin earned on revenues which, for the month and five month period, exceeded budget by $35,477 (or 17.7%) and $212,584 (29.3%) respectively.

Revenue also exceeded that for the corresponding periods in 1985 by $30,802 (15%) and $129,042 (16%) respectively.

As the Director of Finance and Administration was absent on personal business, and no other representative of that department was present, no questions were raised on the actual report, but Alderman Hinkley did raise the matter of the way in which financial matters for HECFI are reported, stating that the media people themselves appeared to have difficulty understanding them, let alone trying to explain them to the public. Recent reports about budgetary surpluses, for example, had appeared to mislead the public, and Mr. Beattie asked whether or not HECFI should be concentrating more on making a profit than keeping to the budget. He felt there was no true incentive to do better, but Mr. Conacher pointed out that the municipal deficit for the Convention Centre had been reduced considerably under Mr. Penfold, which would appear to show that management does not "rest on its laurels" as might be supposed. The facility has to be regarded much of the time as a "loss leader" - it may have to be "given away" but to people who spend millions in the community. It was also pointed out that if the Centre were going for profit, it would revert to soliciting banquets etc. but that would bring no ripple effect of money passing through the community. Alderman Wheeler mentioned that the "rain" of revenue even falls on businesses on the Mountain. Following further discussion it was pointed out by the Chairman that the upper level of government established the method of reporting accounts, and it was therefore MOVED by Alderman Wheeler, seconded by Mr. Beattie -

THAT THE UNAUDITED OPERATING RESULTS FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1986 BE APPROVED AND FORWARDED TO THE BOARD OF DIRECTORS

Secretar

MOTION CARRIED

Refurbishing Parquet Floor in Chedoke Hall

8. Refurbishing of Parquet Floor, Chedoke Hall

Mr. Penfold informed the meeting that management had been advised that, although the expected life of the parquet floor in Chedoke Hall is twenty years, it needs to be refurbished every five years. At the moment, it is obvious the time has come for refurbishing. In answer to a query by the Chairman as to why the installer had not quoted, neither the Director nor the Managing Director could give an explanation, but Ms. Gowland informed the meeting that although Osgood may have installed the floor in the first place, they sub-contract any subsequent work. It was -

MOVED by Alderman Wheeler, seconded by Ms. Gowland -

THAT THE BOARD OF DIRECTORS BE REQUESTED TO APPROVE THE EXPENDITURE OF A SUM NOT TO EXCEED $21,000 FOR REFURBISHING THE PARQUET FLOORING IN CHEDOKE HALL, AND THAT THE WORK BE CARRIED OUT BY THE FIRM OF CBS LIMITED. THE SUM OF $21,000 INCLUDES THE NORMAL 10% FACTOR.

Secretar

Operation Manage

MOTION CARRIED

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MacNab Arms Restaurant - Dundurn Castle

9. MacNab Arms Restaurant - Dundurn Castle

At the outset of the discussion on this matter, the Chairman informed the meeting that he and the Chairman of HECFI were in agreement it was a severe risk.

Mr. Penfold informed the meeting that Council has sent the Convention Centre a recommendation passed by the Parks and Recreation Committee and City Council, that an agreement be entered into as soon as possible by the City and HECFI, so that this matter can be proceeded with at the earliest possible time. Providing HECFI accedes to Council's directive, it would be necessary for Mr. Penfold to receive direction to hire the necessary staff, primarily a Manager and a Chef. In answer to a query from the Chairman, he stated it has been approved that the method of financing the sum of $40,000 to be spent for the necessary work and new furniture which is required, will be decided by City Council on the recommendation of the Executive Committee, and that the restaurant should be open on a year-round basis from 11:00 a.m. to 11:00 p.m.

Method of Financing

Alderman Wheeler expressed the hope that this procedure be carried out well and with expediency, with a decor compatible with that of the Castle. Council has shown faith in the ability of the Convention Centre to do the job well, and he had been disappointed with a negative reaction from one section of the media.

Confidence shown by City Council

Decor

Ms. Gowland asked the Director what was to be the theme of the restaurant and was informed it would be for fine dining between the hours of 11:00 a.m. and 11:00 p.m. The prices would range from $6-10 at noon hour with a range of $15-20 in the evening. The decor would be in old oak. The kitchen was quite sizeable and was not the reason for past failures by private enterprise.

Mr. Beattie said he had a good feeling about the proposal and reiterated that this was needed in the area of the Castle. Mr. Conacher stated he was confident all efforts would be made for the project to be a success, but he still doubted whether it could be financially successful.

No Study

Although the project had everything going for it, the Chairman still expressed doubts and said he had seen no study that said there is a need, and that the Centre's reputation could suffer if big losses were sustained.

Previously discussed

Alderman Hinkley brought the discussion back to the fact that the matter had been discussed before by this Committee and that it had been agreed that the proposal asked for by City Hall should be prepared. It had been prepared and approved by City Council, and although he had concerns too,

Instigated by City

Dundurn Castle without food service is a detraction. He pointed out that the Centre has an opportunity to give a better service and while there is a risk, if the Centre does

well at the Castle, there might be complaints from some quarters. But performance is the bottom line, and bigger problems than this have been overcome at the Convention Centre. He did, however, have some doubts about the fine dining aspect of the proposal - there are people who don't want this - they just want food, such as hot dogs and pop.

Possible inclusion of pavilion

The Director pointed out that although fine dining might not have an appeal for bus tours, packaged food could be provided, and it might be possible for the pavilion to be brought into use for this. Alderman Hinkley remarked that as the pavilion was not mentioned in the proposal, this should be looked at. The Director stressed that fine dining and bus tours would not mix, and that the restaurant could also be used as an attraction for conventioneers - there is the parking lot, and with advertising and promotion of the facility, we could get people in, especially if the quality is there. The strategy would not include banquets, as a restaurant should be available to the public at all times. Alderman Wheeler mentioned that he has heard visitors to the Castle wondering "Where can we eat around here?"

Back-up from HECFI departments

Mr. Penfold pointed out that with the support system of HECFI behind it, the proposal has a very good chance of success. The Chairman acknowledged that the Committee had direction from City Council, but said that progress reports would be required on a regular basis from the Director, and

Progress Reports

Alderman Hinkley supported this.

Mr. Davidson mentioned the new hotel/motel which is to be erected across the road from the Castle and Mr. Beattie stated this could be a bonus. Following further discussion on the advantages to the Convention Centre in operating the restaurant, it was

MOVED by Alderman Wheeler, seconded by Alderman Hinkley -

> THAT THE CONVENTION CENTRE CHANGE ITS MANDATE TO INCLUDE THE OPERATION OF THE FINE DINING ROOM AT DUNDURN CASTLE, REALIZING THAT THE CONVENTION CENTRE WILL BE PROVIDING A SERVICE IN DIRECT COMPETITION TO OTHER PRIVATE DINING FACILITIES IN THE CITY.

Secretar

MOTION CARRIED with the rider -

Rider as to parameters

> THAT THIS EXPERIMENT BE ITS PARAMETER FOR THE PRESENT TIME.

It was ALSO MOVED by Alderman Hinkley, seconded by Alderman Wheeler -

Hiring of Personnel

> THAT THE DIRECTOR, HAMILTON CONVENTION CENTRE, BE AUTHORIZED AND DIRECTED TO PROCEED WITH THE PROCESS OF HIRING A MANAGER AND CHEF FOR THE RESTAURANT.

Direct

MOTION CARRIED

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Separate Statements of Accounts

Alderman Hinkley stated he would require a separate statement of financing of the restaurant, and the Chairman gave instructions that the Director of Finance and Administration should be advised of this. Secreta

Mr. Conacher once again expressed his doubts and asked if a report should go to the Board for action or information. Alderman Hinkley said he supposed that legally the Board could refuse to act, but Mr. Beattie suggested Mr. Penfold should proceed with the hiring process, as the actual hiring could be delayed pending formal approval by the Board, and the execution of the formal agreement between City Council and the HECFI Board of Directors.

Picture of the Queen

10. Picture of the Queen for Display at the Convention Centre Secreta

Following a brief discussion during which admiration was expressed for the courage of the Queen in the face of threats to her safety, it was -

MOVED by Alderman Qheeler, seconded by Alderman Hinkley -

THAT APPROVAL BE REQUESTED FROM THE BOARD OF HECFI FOR CENTRE MANAGEMENT TO PROCEED IN THE MATTER OF HAVING A QUALITY PICTURE OF THE QUEEN ACQUIRED FOR DISPLAY IN THE MAIN LOBBY OF THE CONVENTION CENTRE.

MOTION CARRIED

Subsidy Fund

11. Subsidy Fund

It was reported that the following three events have received or will receive subsidies in the amounts shown and that application should be made for recovery:

Progressive Conservatives - September 1986	$15,000
NDP Conference - June 1986	$20,000
Pollution Control - April 1986	$5,670

Mr. Davidson also explained that the amount of a subsidy given to an organization is calculated taking into consideration the amount of space booked, and Alderman Hinkley requested that this be included in the report. Mr. Davidson confirmed that the figures would be backed up in the report from Mr. Bogden. Sa Manag Direct Marketi and Sa

12. Additional Items

See next page.

Additional Items

12. Additional Items

12.1 Banquet Chairs

Banquet Chairs

Alderman Hinkley mentioned the problem which arises on occasion when the banquet chairs have become damaged; ladies have had their stockings ruined. The Director undertook to give instructions that any burrs that were noticed on the chairs be filed off.

Operation Manage

Secretar (for Dir.

12.2 Donated Wine

Donated Wine

Alderman Wheeler informed the meeting that he had sent a letter in his capacity as Chairman of the Hall of Fame Induction Dinner Committee to the Director, Hamilton Convention Centre, requesting that donated wine be allowed on the tables again at this year's dinner. The Director suggested that the practice observed in previous years would probably apply once more, and Mr. Conacher suggested this was a matter that could be raised for the Subsidy Fund.

12.3 Fifth Anniversary of the Centre

Fifth Anniversary

Ms. Gowland asked the Director what plans if any were in hand to promote the Centre during its Fifth Anniversary Year, and was informed that a Budget for this had been put in at the end of 1985; following the amalgamation, this matter was in the hands of the Marketing and Sales Department, as was the $13,000 allocation, and that Department is working on the matter.

13. Date of next meeting

Date of next Reg. Meeting

Possibility of Special Meeting

There was a short discussion, during which it was noted that some of the key personnel would be out of town at the end of July and the beginning of August. It was therefore agreed that the next regular meeting would take place on Friday, August 29, 1986, unless the Chairman found it necessary to call a special meeting in the meantime.

Secretar (infor Board

14. Adjournment

Adjournment

It was MOVED by Alderman Wheeler, seconded by Alderman Hinkley -

THAT THE MEETING ADJOURN AT 10:40 O'CLOCK A.M.

MOTION CARRIED

Taken as read and approved,

B. Goddard
Secretary

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

AUDIT & FINANCE COMMITTEE NINTH REPORT

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

REPORT OF THE AUDIT/FINANCE COMMITTEE

To The Hamilton Entertainment and Convention Facilities Inc.

Members of the Board:

The Audit/Finance Committee presents its **NINTH** Report and respectfully recommends:

1. That the timetable for the preparation and review of the 1987 Operating Budget Estimates be as follows:

Sept. 19, 1986	Deadline for completed budget submissions to be submitted to Finance and Administration.
Sept. 22 - Oct. 17, 1986	Finance and Administration monitors and assembles budgets; Managing Director/CEO reviews budgets with senior managers; Finance and Administration prepares budgets for review by Committees of the Board.
Oct. 20 - Nov. 4, 1986	The Committees of the Board review budgets during their scheduled meetings in October or at special meetings called specifically for budget review.
Month of November, 1986	Completion of budget review by Committees of the Board during their scheduled meetings in November or at special meetings called specifically for budget review.
November 28, 1986	The Board of Directors to approve the 1987 Operating Budget Estimates at a special meeting.
December 4, 1986	Presentation of the 1987 Operating Budget Estimates to City's Executive Committee.

Note: City Council, at its August 26, 1986 meeting, approved a timetable for the preparation and review of the 1987 Operating Budget Estimates. In order to meet their timetable, our budget process must be completed no later than November 28, 1986 in order to all the City's Executive Committee to review HECFI's budget estimates on December 4, 1986.

2. That the timetable for the preparation and review of the 1987 - 1991 Capital Budget be as follows:

Month of September	Committees of the Board to review and approve their Capital Projects for inclusion in the five-year Capital Budget.
October 10, 1986	The Board of Directors to approve the five-year Capital Budget for submission to the City's Executive Committee.

Note: City Council, at its August 26, 1986 meeting, approved a timetable for the preparation and review of the 1987 - 1991 Capital Budget. Included in the timetable is a requirement that the City's Executive Committee review the Capital Projects of City Departments and Local Boards during the month of October. In order for us to meet with this requirement, the proposed timetable above should be accepted.

3. (a) That the Automated Facilities Management Computer System for HECFI in the amount of $83,000 as provided for in the 1986 portion of the 1986 - 1990 Capital Budget be proceeded with;

(b) That the City's Executive Committee be requested to recommend to City Council the method of financing;

(c) That the project be administered by a Steering Committee of senior representatives of HECFI and the City;

(d) That Mr. J. Leuser (HECFI), Mr. W. Penfold (HECFI), Mr. F. Bogden (HECFI) and a representative of the Culture and Recreation Department be appointed as members of this (user) Committee; and

(e) That the Committee consult with the City's Director of Systems for his technical assistance.

4. That Hamilton Place amend its accounting policies by discontinuing the use of the Reserve Accounts for Piano Replacement and Uniform Replacement and that the July 31, 1986 balances for these two accounts be closed out to Hamilton Place's 1986 operating budget.

5. That the request of the Parks and Recreation Committee (see Schedule "A") to use the Special Event Subsidy Fund relative to Winterfest 1987 be denied and the Executive Committee consider an alternate source of funding this request.

6. That the net cost estimate of $9,485 for advanced training courses for the Honeywell D5200 Building Automation System - Central Utilities Plant be financed by an overdraft to account number 0360-6094.

   Note: The Copps Coliseum Committee, at its meeting on August 25, 1986 approved the recommendation and referred same to the Audit/Finance Committee for the method of financing.

7. (a) That the tender submitted by Cipolla's Services Ltd. in the total amount of $3,589.00 per month for electrical service and maintenance of equipment in buildings serviced by the Central Utilities Plant, i.e. City Hall, Library, Market, Hamilton Place, Hamilton Convention Centre, Parking Garage and the C.U.P. itself be accepted.

   (b) The new monthly rate as stipulated in the vendor's tender becomes effective commencing 1986 July 1.

   Note: Lowest of three (3) tenders received. This equipment shall end on 1988 November 30 with the option in favour of HECFI to renew the contract for two additional one year terms at the rates specified in the vendor's tender.

8. (a) That the quotation from Camelot Drapery of Burlington, Ontario, in the total amount of $16,305.94 for all material and equipment relative to the request for a stage backdrop for Copps Coliseum, not including installation, be approved.

   (b) That the sum of three thousand ($3,000.00) be approved for installation; and

   (c) That the total cost of this project be charged to work in progress account number 0408-U32779.

Note: Item (a) and (b) above were approved by the Copps Coliseum Committee on August 25, 1986, and referred to this Committee for the method of financing.

9. (a) That the quotation submitted by Hussey Seating Company Canada Ltd. dated August 11, 1986 in the total amount of $19,592.52 for work necessary to modify two (2) corner movable seating platforms be accepted;

(b) That Hussey Seating Company Ltd. be authorized to proceed with this work commencing September 15, 1986; and

(c) That the total cost of this project be charged to work in progress account number 0408-U32777.

Note: Although approximately ninety-three seats will be lost from the seating manifest, a permanent corridor will be created allowing direct access from the arena seating area to future concessions/beverage areas resulting in a net increase to total revenues.

10. That the contract for the refurbishing and insulating of the Studio Theatre Floor at Hamilton Place be awarded to Ruffell Construction and Trevor Garwood-Jones and that the Hamilton Place Capital Improvement Fund be designated the source of funding for the project.

Note: Lowest of two (2) proposals received.

11. That the HECFI Board approve having:

(a) a delegation from the Audit/Finance Committee appear before the Executive Committee to explain:

(i) the history of the Hamilton Place Capital Improvement Fund; and

(ii) the past understanding of the administration of this Fund; and

(b) the Fund continue to be administered by the HECFI Board.

12. That the following capital projects be forwarded to the City's Executive Committee for approval and the Executive Committee be requested to recommend to City Council the method of financing. (The projects are provided for in the 1986 portion of the 1986 - 1990 Capital Budget for the Hamilton Convention Centre):

(a)	Dance Floor	$36,750
(b)	Refrigeration Unit	12,000
(c)	Odor and Bacteria Control Unit	2,500
		$51,250

Note: The Hamilton Convention Centre Committee approved the above capital projects at its meeting on August 29, 1986.

13. That the signing officers for cheques issued by The Hamilton Entertainment and Convention Facilities Inc. be hereby authorized as requiring signatures from two (2) of the Managing Director/Chief Executive Officer, the Director of Finance and Administration, the Comptroller and the Accounting Supervisor or one of the above, and one of the Chairman of the Board of Directors, the Vice-Chairman of the Board of Directors, the Second Vice-Chairman of the Board of Directors, the Directors of Marketing, Hamilton Convention Centre, Hamilton Place and Copps Coliseum, the Assistant Director of Hamilton Place, the Events Planning Manager of Copps Coliseum and the Operations Manager of the Hamilton Convention Centre.

Note: The only revision is the addition of the Accounting Supervisor to provide flexibility in covering event settlements during peak activity periods.

The following are items for information only:

1. The Consolidated Unaudited Operating Results of HECFI for the Seven-Month Period ended July 31, 1986, attached as Schedule "B";

2. The Unaudited Operating Results of the Central Utilities Plant for the Seven-Month Period ended July 31, 1986, attached as Schedule "C";

3. The following operating budget re-allocations were approved for the Corporate Department:

Account 8330- No.	Description	1986 Budget Appropriation	Increase (Decrease)	Revised 1986 Budget Appropriation
-0156	Consultant's Fees	$ 15,000	$15,000	$ 30,000
-0159	Professional Fees	33,000	(15,000)	18,000

-3014	Special Events Bids	NIL	30,000	30,000
-3083	Rental Office Equip.	NIL	5,000	5,000
-3012	Advertising and Promotion	598,000	(35,000)	563,000
			NIL	

Note: The operating budget re-allocations are required to finance:

- the cost of conducting the salary study which is estimated at between $26,500 and $27,500 with out-of-pocket costs estimated at $2,000;

- the cost of bids to attract special events to Hamilton such as the World Basketball Tournament and the Commonwealth Games;

- the cost of renting and leasing equipment for the new amalgamated Marketing Department.

RESPECTFULLY SUBMITTED

"W. H. McFarland /per Gm

W. H. McFARLAND, CHAIRMAN
AUDIT/FINANCE COMMITTEE

J Mills

Joan Mills, Secretary
Audit/Finance Committee
September 2, 1986

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule "A" referred to
in Section 5 of the
NINH Report of the
Audit/Finance Committee

MEMO TO: Mrs. Joan Mills, Secretary, Audit & Finance Committee

FROM: Pat Bennett, Secretary to the Board

SUBJECT: **REQUEST BY PARKS AND RECREATION COMMITTEE FOR USE OF COPPS COLISEUM**

DATE: August 22, 1986

At its meeting August 15, 1986 the HECFI Board of Directors approved the following Copps Coliseum Committee recommendation:

> THAT THE REQUEST BY THE PARKS AND RECREATION COMMITTEE FOR FREE USE OF COPPS COLISEUM FOR WINTERFEST 1987 BE REFERRED TO THE AUDIT & FINANCE COMMITTEE FOR CONSIDERATION OF EVENT SUBSIDY FUND SUBSIDIZATION.

Background documentation is enclosed.

Respectfully submitted,

Patricia Bennett

encl.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE SEVEN MONTH

PERIOD ENDED JULY 31, 1986

Schedule 'B' referred to in Section 1 of Information Items, of the NINTH Report of the Audit/Finance Committee

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT JULY 31, 1986

ASSETS	
CURRENT	$
CASH	14,500
ACCOUNTS RECEIVABLE	385,814
PREPAIDS	158,374
INVENTORIES	83,531
DUE FROM CITY OF HAMILTON	548,208
TOTAL ASSETS	**$1,190,427**

LIABILITIES AND RESERVES	
CURRENT	$
ACCOUNTS PAYABLE AND ACCRUALS	590,311
ADVANCE TICKET SALES AND DEPOSITS	410,421
UNREDEEMED GIFT CERTIFICATES	87,125
TOTAL CURRENT LIABILITIES	1,087,857
RESERVES	102,570
TOTAL LIABILITIES AND RESERVES	**$1,190,427**

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		CORPORATE (COMMON TO THREE FACILITIES)		CONSOLIDATED			
	The Seven Month Period Ended July 31, 1986		The Seven Month Period Ended July 31, 1986		The Seven Month Period Ended July 31, 1986		The Seven Month Period Ended July 31, 1986		The Seven Month Period Ended July 31, 1986		Annual Budget For 1986	% of 1986 Annual Budget Spent or Achieved
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
Revenue	$ 969,925	1,189,430	818,600	742,726	920,250	947,752	312,341	306,008	3,021,116	3,185,916	$ 5,688,340	56.0
Expenditures	1,197,939	1,339,740	1,114,240	1,055,953	920,024	822,311	1,323,457	1,002,154	4,555,660	4,220,158	8,120,910	52.0
Excess of Expenditures Over Revenue From Operations	228,014	150,310	295,640	313,227	(226)	(125,441)	1,011,116	696,146	1,534,544	1,034,242	2,432,570	42.5
Contribution from the City of Hamilton	228,014	228,014	295,640	295,640	(226)	(226)	1,011,116	1,011,116	1,534,544	1,534,544	2,432,570(1)	63.1
Budgetary Surplus	$ NIL	77,704	NIL	(17,587)	NIL	125,215	NIL	314,970	NIL	500,302	$ NIL	
LESS Budgetary Surplus @ June 30, 1986		94,099		(13,400)		106,857		283,140		470,696		
Budgetary Surplus Increase <Decrease> Over Previous Month		(16,395)		(4,187)		18,358		31,830		29,606		

(1) Includes the 1985 surplus of $278,000 carried forward to 1986.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
REVENUE:						
RENTALS AND LICENCE FEES	$ 383,000	9,230	194,260	3,039	$ 176,732	46.1
FOOD AND BEVERAGE	1,482,000	24,300	715,000	52,782	956,261	64.5
RECOVERIES	82,300	3,300	49,000	1,125	37,379	45.4
OTHER	25,800	565	11,665	370	19,058	73.9
	$ 1,973,100	37,395	969,925	57,316	$ 1,189,430	60.3
EXPENDITURES:						
ADMINISTRATION	$ 298,740	23,937	172,837	24,671	$ 166,213	55.6
MAINTENANCE	329,660	26,985	191,585	38,060	192,608	58.4
OPERATIONS	77,120	5,187	43,187	4,425	43,423	56.3
SECURITY	92,000	7,667	53,667	7,084	52,838	57.4
FOOD AND BEVERAGES - ADMINISTRATION AND CLIENT SERVICES	111,680	10,203	66,703	9,378	56,945	51.0
FOOD AND BEVERAGE - KITCHEN	593,540	20,055	299,755	34,830	402,111	67.8
FOOD AND BEVERAGE - BANQUET	695,820	27,205	370,205	39,107	425,602	61.2
	$ 2,198,560	121,239	1,197,939	157,555	$ 1,339,740	60.9
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$ 225,460	83,844	228,014	100,239	$ 150,310	66.7

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON PLACE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
REVENUE:						
RENTALS AND LICENCE FEES AND SHOW REVENUE - GREAT HALL	$ 322,000	15,200	192,300	782	106,469	33.1
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	62,200	-	40,100	-	33,094	53.2
OTHER RENTALS	50,500	3,400	29,700	3,403	34,565	68.4
FOOD AND BEVERAGE	214,000	9,200	128,400	8,278	90,651	42.4
RECOVERIES	705,040	33,400	417,200	2,316	456,501	64.7
OTHER	31,800	100	10,900	540	21,446	67.4
	$ 1,385,540	61,300	818,600	15,319	742,726	53.6
EXPENDITURES:						
ADMINISTRATION	$ 377,580	30,000	226,000	27,710	217,608	57.6
MAINTENANCE	255,020	23,600	148,900	24,215	133,769	52.5
MEETING ROOMS	4,800	400	2,800	29	1,865	38.9
FRONT OF HOUSE	130,100	7,000	75,400	7,204	66,514	51.1
OPERATION - SPECIFIC SHOW EXPENSES	582,000	29,240	351,140	(2,856)	392,086	67.4
SECURITY	57,200	4,700	32,900	5,647	32,105	56.1
STAGE - PROPERTY	310,640	26,200	173,400	16,687	146,550	47.2
BEVERAGE AND CATERING	179,800	7,900	103,700	8,610	65,456	36.4
	$ 1,897,140	129,040	1,114,240	87,246	1,055,953	55.7
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$ **511,600**	67,740	295,640	71,927	313,227	61.2

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
REVENUE:						
RENTALS, LICENCE FEES AND SHOW REVENUES	$ 891,500	41,000	460,500	66,891	$ 538,323	60.4
FOOD AND BEVERAGE CONCESSIONS	380,000	17,000	195,800	5,554	136,472	35.9
RECOVERIES	455,700	20,900	235,100	41,908	259,572	57.0
OTHER	60,000	4,950	28,850	1,351	13,385	22.3
	$ 1,787,200	83,850	920,250	115,704	$ 947,752	53.0
EXPENDITURES:						
ADMINISTRATION	$ 320,580	26,491	186,591	27,552	$ 180,747	56.4
MAINTENANCE	562,180	38,354	312,454	41,552	225,471	40.1
EVENT PLANNING/OPERATIONS	566,590	43,037	322,937	27,707	272,460	48.1
IATSE PAYROLL	-	-	-	25,543	29,808	-
SECURITY	184,460	10,142	98,042	9,166	113,825	61.7
	$ 1,633,810	118,024	920,024	131,520	$ 822,311	50.3
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$ (153,390)	34,174	(226)	15,816	$ (125,441)	81.8

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CORPORATE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
REVENUE						
BOX OFFICE	$ 350,000	12,800	199,000	4,596	$ 205,016	58.6
RECOVERIES	66,500	3,100	39,400	-	30,751	46.2
OTHER	126,000	9,941	73,941	7,623	70,241	55.7
	$ 542,500	25,841	312,341	12,219	$ 306,008	56.4
EXPENDITURES						
ADMINISTRATION	$ 679,690	57,265	393,365	50,260	$ 369,535	54.4
MARKETING	1,292,470	119,792	685,492	84,993	457,179	35.4
BOX OFFICE	419,240	24,000	244,600	20,352	175,440	41.8
	$ 2,391,400	201,057	1,323,457	155,605	$ 1,002,154	41.9
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	**$ 1,848,900**	175,216	1,011,116	143,386	$ 696,146	37.7

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE SEVEN MONTH

PERIOD ENDED JULY 31, 1986

Schedule 'C' referred to
in Section 2 of Information
Items, of the NINTH Report
of the Audit/Finance Comm.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of July 1986	Budgeted Operating Results For The Seven Month Period Ended July 31, 1986	Actual Operating Results For The Month of July 1986	Actual Operating Results For The Seven Month Period Ended July 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
EXPENDITURES:						
OPERATIONS	$ 532,000	44,490	310,490	43,441	325,823	61.2
RECOVERY FROM USERS	(544,980)	(42,000)	(351,900)	(37,223)	(295,937)	54.3
MAINTENANCE	594,050	49,504	346,504	34,932	310,769	52.3
CITY HALL	225,760	22,976	132,476	29,482	154,478	68.4
HAMILTON CENTRAL LIBRARY	260,740	17,346	171,346	22,371	160,103	61.4
HAMILTON FARMERS MARKET	33,330	2,300	21,900	2,634	21,126	63.4
HAMILTON CONVENTION CENTRE	224,680	7,250	130,950	12,827	145,585	64.8
HAMILTON PLACE	253,110	9,358	159,758	14,898	175,075	69.2
COPPS COLISEUM	497,000	28,500	265,700	23,375	193,892	39.0
PEDESTRIAN ARCADE/OVERPASS	40,900	2,841	24,241	2,409	19,561	47.8
ONTARIO GOVERNMENT BUILDING	214,530	15,000	124,400	14,163	114,619	53.4
PARKING AUTHORITY - UNDERGROUND	96,300	5,100	66,300	6,661	59,511	61.8
ART GALLERY	118,110	7,200	75,200	7,894	62,046	52.5
EXPENDITURES TOTAL	$ 2,545,530	169,865	1,477,365	177,864	$ 1,446,651	56.8
MUNICIPAL CONTRIBUTION	$ 2,545,530	169,865	1,477,365	169,865	1,477,365	58.0
BUDGET SURPLUS (DEFICIT)	$ NIL	NIL	NIL	(7,999)	$ 30,714	

NOTE: The expenditures detail on the above balances is available upon request.

AUDIT & FINANCE COMMITTEE MINUTES OF JULY 2, 1986

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

AUDIT & FINANCE COMMITTEE

Wednesday, July 2, 1986
12:00 Noon
Copps Coliseum Board Room

REGULAR SESSION

PRESENT: Mr. W. McFarland, Chairman
Mr. S. Cino, Committee Member
Alderman B. Hinkley, Committee Member

REGRETS: Dr. C. Bart, Committee Member
Mr. D. Hector, Committee Member

ALSO PRESENT: Mr. B.K. Conacher, Managing Director/ Chief Executive Officer, HECFI
Mr. J.A. Leuser, Director of Finance and Administration, HECFI
Mr. J.C. Crane, Director of Copps Coliseum
Mr. Thomas Burrows, Director of Hamilton Place
Joan Mills, Secretary

1. Chairman's Remarks

The Chairman welcomed everyone present. The Secretary confirmed that the Committee Members had been duly notified and the meeting was called to order.

2. Minutes of Previous Meeting

It was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT THE JUNE 3, 1986 REGULAR AND IN/CAMERA MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED

3. Unaudited Results for HECFI

The Committee reviewed in detail the Director of Finance and Administration's report on the unaudited operating results of HECFI for the month of May, 1986 and the five month period ended May 31, 1986. It was noted that HECFI's budgetary surpluses for the month and the five month period were $69,009 and $385,839, respectively.

The detail comprising these figures was as follows:

	Budgetary Surplus (Deficit)	
	For The Month of May 1986	For The Five Month Period Ended May 31, 1986
Hamilton Convention Centre	$21,521	$ 92,007
Hamilton Place	(4)	(38,822)
Copps Coliseum	(2,433)	82,666
Corporate	49,925	249,988
	$ 69,009	$385,839

It was

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE CONSOLIDATED UNAUDITED RESULTS FOR HECFI FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1986 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED

4. Unaudited Operating Results for CUP for the Five Month Period Ended May 31, 1986

The Committee reviewed in detail the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the month of May and the five month period ended May

31, 1986. It was noted that the CUP's budgetary surplus (deficit) for the month and five month period were ($5,952) and $60,899, respectively.

It was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT THE UNAUDITED RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE FIVE MONTH PERIOD ENDED MAY 31, 1986 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED

5. HECFI Special Event Subsidy Fund

The Committee was advised by Mr. John A. Leuser, Director of Finance and Administration, that City Council, at its meeting of June 24, 1986, approved the following recommendation of the Executive Committee:

(a) That the granting or rejection of all applications for financial assistance or subsidization from the HECFI Special Events Subsidy Fund be subject to the approval of the Executive Committee.

(b) That the HECFI Staff and Board review all applications for subsidy and make a recommendation for consideration by the Executive Committee.

(c) That for information purposes only, the Executive Committee report its actions on all such applications to the subsequent meeting of City Council.

The Committee requested that the information be forwarded to the Board. Mr. Brian Conacher, Managing Director/CEO stated that he would revise the HECFI Special Events Subsidy Fund Policy and Procedures to reflect Council's wishes and then forward it to the HECFI Board as part of the business arising out of the previous Board minutes.

6. CUP Operating Budget Re-allocation

At a previous Audit/Finance Committee meeting, management was advised that it could, on a periodic basis, submit budget re-allocations to the Committee for approval. The Committee reviewed the budget re-allocations for the CUP and it was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT THE FOLLOWING OPERATING BUDGET RE-ALLOCATION FOR THE CENTRAL UTILITIES PLANT BE APPROVED:

Account No.	Description	Increase (Decrease)	Revised 1986 Budget Appropriation
0360-4014	Light & Power	($35,000)	$147,490
0360-4015	Fuel (Natural Gas)	35,000	74,190
0360-5014	Light & Power	(48,000)	156,790
0360-5015	Fuel (Natural Gas)	48,000	92,020
0360-6014	Light & Power	(25,000)	355,000
0360-6015	Fuel (Natural Gas)	25,000	100,000
0360-8614	Light & Power	(25,000)	151,610
0360-8615	Fuel (Natural Gas)	25,000	62,920
0360-9514	Light & Power	(10,000)	87,240
0360-9515	Fuel (Natural Gas)	10,000	30,870
0360-0194	Training Courses	2,000	2,500
0360-0131	Repairs & Maintenance - Equipment	(2,000)	50,470
		NIL	

MOTION CARRIED

7. The Municipal Process Followed by HECFI for Capital Projects

The Committee received as information a report by Mr. John A. Leuser, Director of Finance and Administration outlining the following three stages to the municipal process followed by HECFI for capital projects:

1. The Capital Budget Process;

2. The Approval Process to Proceed With Specific Capital Projects; and

3. The Process of Awarding Contracts.

It was

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE REPORT BY MR. JOHN A. LEUSER, DIRECTOR OF FINANCE AND ADMINISTRATION ON THE MUNICIPAL PROCESS FOLLOWED BY HECFI FOR CAPITAL PROJECTS BE FORWARDED TO THE HECFI BOARD FOR INFORMATION.

MOTION CARRIED

8. Ticket Sales Held in Trust for the Cancelled Spoons Concert of December 17, 1985

The Committee discussed the accounting policy of holding the remaining balance of ticket sales for three years. Mr. John A. Leuser, Director of Finance and Administration stated that he intends to review HECFI's accounting policies with the Committee this year. Alderman Brian Hinkley requested that it be noted that the Audit and Finance Committee will be receiving information from staff on accounting policies for HECFI. The Committee agreed with the following recommendation and it was

MOVED by Alderman Hinkley, seconded by Mr. Cino

(A) THAT HECFI IMMEDIATELY RELEASE $2,000 OF THE REMAINING $2,516 IN TICKET SALES HELD IN TRUST FOR THE CANCELLED BENEFIT SPOONS CONCERT OF DECEMBER 17, 1985 TO THE DIOCESE OF NIAGARA;

(B) THAT THE BALANCE OF $516 REMAINING, IF ANY, AFTER THREE YEARS FROM THE CANCELLED CONCERT DATE OF DECEMBER 17, 1985 BE RELEASED AT THAT TIME TO THE DIOCESE OF NIAGARA;

(C) THAT IN THE EVENT TICKET MONIES HELD IN TRUST BY HECFI FOR THIS CANCELLED EVENT ARE NOT SUFFICIENT TO HONOR TICKET REFUNDS INDEFINITELY THAT THE DIOCESE OF NIAGARA BE BILLED ACCORDINGLY FOR THE DEFICIENCY; AND

(D) THAT THIS RECOMMENDATION BE FORWARDED TO THE HECFI BOARD FOR APPROVAL.

MOTION CARRIED.

9. Hamilton Convention Centre - Refurbishing Parquet Floor, Chedoke Hall

The recommendation from Mr. William J. Penfold, Director, Hamilton Convention Centre, relative to the refurbishing of the parquet floor, Chedoke Hall, allowed a 10% factor (contingency for revisions). The Committee queried as to why there is contingency in contract awarding and requested that the contingency be dropped from the recommendation. It was

MOVED, as amended, by Mr. Cino, seconded by Alderman Hinkley

THAT A SUM NOT TO EXCEED $18,875 BE EXPENDED FOR REFURBISHING THE PARQUET FLOORING IN CHEDOKE HALL, AND THAT THE WORK BE CARRIED OUT BY THE FIRM OF CBS LIMITED; AND

THAT THE RECOMMENDATION BE FORWARDED TO THE HECFI BOARD FOR APPROVAL.

MOTION CARRIED.

It was noted that CBS Limited, Burlington, Ontario, was the lowest of two quotations. Price includes labour, materials, delivery and applicable taxes. This recommendation was approved by the Hamilton Convention Centre Committee.

10. Copps Coliseum - Additional Interior Signage

Mr. John T. Crane, Director of Copps Coliseum advised the Committee that this tender item was within the original budget appropriation of $26,000. He also stated that the Copps Coliseum Committee had approved the recommendation. It was

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE TENDER RECEIVED FROM JACKSON'S DISPLAY SIGNS LIMITED, MISSISSAUGA, ONTARIO, IN THE TOTAL AMOUNT OF $19,029.95 FOR THE SUPPLY AND INSTALLATION OF ADDITIONAL INTERIOR SIGNAGE AT COPPS COLISEUM BE ACCEPTED.

MOTION CARRIED.

It was noted that it was the only tender received.

11. HECFI Board - 91st Highlanders Request

The Committee considered the request from the 1986 Hamilton Spectator Indoor Games (91st Highlanders Athletic Association). The Committee agreed to take no action on the additional expense incurred for the use of the lift machine and agreed to leave the amount of $1,500 on the books until 1987. It was agreed to provide this as information to the HECFI Board.

12. Motion to Move In-Camera

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT THE IN-CAMERA SESSION BE CONVENED

MOTION CARRIED.

There were no motions carried during the In-Camera Session.

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE RE-CONVENED.

MOTION CARRIED.

13. Next Meeting

The next regular meeting of the Audit/Finance Committee is scheduled for Tuesday, July 29, 1986 at 12:00 noon.

Note: The Special Audit/Finance Committee meeting with the Consultants to discuss the Compensation Study is scheduled for Thursday, August 14, 1986 at 12:00 noon.

14. Adjournment

The meeting was adjourned at 2:05 p.m.

TAKEN AS READ AND APPROVED:

_____
Mr. W. H. McFarland, Chairman

_____
Mrs. Joan M. Mills, Secretary

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/~~528-4450~~
527-7900

REPORT TO : Mr. Brian Conacher,
Managing Director/Chief Executive Officer, HECFI

: HECFI Board of Directors

FROM : Mr. Fred Bogden,
Director of Marketing, HECFI

SUBJECT : **Marketing Report - September 12, 1986**

This will be the first of a series of regular reports to the HECFI Board covering overall activities on behalf of the Director of Marketing, HECFI.

My startup or launch activities have been, of necessity, extremely varied, ranging from the execution of the 1986 HECFI Marketing Plan once formally approved, to undertaking a number of extremely extraordinary projects such as service as the HECFI committee representative on the 1990 Men's World Basketball Championship bid. This period also covered an extensive assessment of needs and implementation of changes in various areas with particular emphasis on sales and sales promotion.

My early activities have been complicated by the yet undefined role of the Director of Marketing of HECFI with respect to only marketing HECFI facilities vis-a-vis the role played by a traditional convention and visitors bureau. My position has, right from the outset, been one of co-operation, support and participation by not only myself but the entire HECFI sales and marketing staff. However there is an ongoing frustration, perhaps due to the non-clarification of the full role of the convention bureau, particularly with respect to staffing and budgetary positions. Currently, we are awaiting the formal release by the Region and City of the "Convention Marketing Report".

My position currently is that HECFI does not assume the convention bureau role but that we continue to support the existing convention bureau in every way possible while specifically marketing HECFI facilities.

Due to the time required for formal approval to be given to the HECFI Marketing Plan for 1986, we find ourselves in a constant catch-up position. However, several elements have already been undertaken and several more will be completed by year's end, particularly once our advertising and public relations methodology is in place including the selection of the appropriate agency.

For example, the "Hamilton Has It!" Program kicked off with a "seminar" on June 16, 1986. This was an unqualified success from all areas including the public relations standpoint. Enclosed are copies of two memoranda which outline in detail the activity involved. Further activity with respect to the "Hamilton Has It!" Program is underway. The Hamilton Ambassador Program is another activity that will be further profiled in the coming weeks and it is anticipated that this vehicle will be a major base in the success of Hamilton's new positioning as one of Ontario's "Big Three" convention cities. A typical example of the kind of awareness and international exposure visibility that we can achieve is outlined in the attached copy of my report dated July 30, 1986 to Mr. B. Conacher, Managing Director/Chief Executive Officer, HECFI, covering Hamilton's participation with Basketball Canada.

It may be said that perhaps Hamilton's meetings and convention industry has a unique attitudinal position. In the 12 months that I have been here, I have seen a slight but noticeable improvement in our marketing and promotional approach to our new credibility. However, from time to time, despite aggressive efforts to maintain a good working relationship, there has been the odd incident which demonstrates that yet even more growing must take place.

For example, with respect to the bureau's responsibility to provide a complete city convention listing which in turn reflects the revenue generator to all levels, some hotel properties do not co-operate. The Hamilton Convention Centre sales manager submits a complete listing of city-wide convention bookings to the bureau and this same kind of listing must also come from the major hotel properties. Unfortunately, it is a legacy of the past that this mistrust still prevails in some areas.

Another example was the reaction from the HECFI hosted breakfast, August 20th, at the Annual Conference of the Institute of Association Executives held in Montreal. The team approach was the key here with involvement from the three major hotels, HECFI and the Region convention and visitors bureau. HECFI agreed initially to host the breakfast (budgeted in the Marketing Plan at $7,000) on the basis of promoting the three properties and also the new renaissance of the City. Because the Region, contrary to traditional bureaus, did not have an up-to-date City film, we had two alternatives from HECFI.

New creative and advertising pieces have been introduced. Attached is a sampling of a new local and regional advertisement that has appeared in such publications as Hamilton This Month and Hamilton Cue. HECFI has been positioned as "Copps Coliseum, Hamilton Place and Hamilton Convention Centre are managed and operated by Hamilton Entertainment and Convention Facilities Inc. on behalf of the Corporation of the City of Hamilton". There has been some suggestion of eliminating the term HECFI altogether in such advertisements and brochures. My position is that the Corporation has been legislated as HECFI and that any suggestions for change should go through the formal channels, i.e. through the HECFI Board of Directors and the Executive Committee of the City of Hamilton.

The Director of Marketing enjoys good working relationships with all of the directors and there appear to be no problems in the area of communication and dialogue, particularly with the three property directors. Regular marketing meetings are held with the directors of the facilities. In the case of Hamilton Place, the Director of Marketing will be implementing a similar relationship with Mr. T. Burrows. It is intended that commencing 1 October 1986, marketing projections will be provided to each facility director on a monthly basis.

Recommendations will shortly go forward with respect to new letterhead and business card design, and it is anticipated that this will be detailed in next month's report.

A major support area will be achieved once our advertising agency is selected for the performance of ad hoc services. Extensive activity has taken place in this regard over the past several weeks and the agency recommendation that is presented today will enable us to complete a most vital series of projects.

The Director of Marketing has been working closely with a citizens' committee for the establishment of a "Wall of Fame" to be located on the concourse level of the Coliseum and a media "Wall of Fame" involving the use of the media lounge and media workroom. This committee is chaired by Mr. Gerald Ormond of the Hamilton Spectator and represents the sports and academic communities and has been meeting on a regular basis. HECFI representation on this committee is Mr. D. Beattie of the HECFI Board of Directors.

It has been indicated that until such time as space requirements are defined that we are not yet in a position to commit any specific areas for this "Wall of Fame" project.

I would also like to report that on Dec. 1 and 2, the City of Hamilton will be hosting the Annual Meeting and Incentive Travel Conference. This prestigious gathering attracts representatives from all sections of the industry including senior government officials from all levels plus national

and international media. The Director of Marketing has been designated by the local committee to act as chairman for this event and considerable time and energy has been, and will continue to be, expended to this undertaking.

In summing up, this has been an extraordinary and most interesting year filled with anticipation, successes and disappointments. However, the positives far outweigh the negatives and I am looking forward to each month reporting on a growing sense of fulfillment, particularly where the achievement of the HECFI mandate is concerned.

Respectfully submitted,

FB:mgm
Attachments

Fred Bogden,
Director of Marketing, HECFI.

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Tel. 416/526-4450

MEMORANDUM

MEMO TO : Brian Conacher,
Managing Director/Chief Executive Officer, HECFI

FROM : Fred Bogden,
Director of Marketing, HECFI

DATE : August 29, 1986

RE : "Hamilton Has It!" Seminar - June 16, 1986

The "Hamilton Has It!" Big League Seminar, June 16, 1986, was an industry event designed to promote the City of Hamilton's new positioning in the highly competitive world of attracting major conferencerelated sports and entertainment events to the City and HECFI facilities. The event, from all areas of attendance, participation, speakers and quality of presentation, was an unqualified success. From a pure public relations standpoint, the event was highly successful. The highlights, including excerpts and direct quotes of seminar materials and speakers, were covered by CHCHTV (TV 11), Cable TV, the Hamilton Spectator, Toronto Star, Globe & Mail, the Brabant newspapers, Hamilton Cue and Hamilton This Month magazines, the CBC and all three Hamilton radio stations.

Seldom, if ever, has a seminar of this type attracted such widespread and indepth media coverage.

The seminar tiein with the Chamber of Commerce Hospitality Week was of a promotional element only and helped to create an excellent corporate citizen image for HECFI, as well as a higher profile for Hospitality Week, particularly with the Federal Tourism Minister as the keynote speaker for "Hamilton Has It!".

My arranging for the Federal Minister of Tourism to come to Hamilton and his national launch in Hamilton of the "Canadian Tourism Ambassador Program" was a real coup, particularly as Hamilton and the "Hamilton Has It!" message was featured in national media coverage, trade and business journals, etc.

..../2

Copies of the Federal Minister's media releases are enclosed herewith.

Typical of the accolades received are these written comments from one of the seminar participants, Ms. Lynda Morris:

"HECFI did Hamilton proud yet again! On Monday June 16, HECFI sponsored an excellent "HAMILTON HAS IT" BIG LEAGUE SEMINAR. Mr. Fred Bogden, Director of Marketing, HECFI, put together a well planned seminar with outstanding, carefully chosen speakers. Not only were the speakers top-notch, but the order of presentation of topics was well thought out.

There was a feeling of excitement and enthusiasm from those in attendance. Hamilton is at the beginning of something big. We are proud of our city and want to share our pride and invite and welcome tourists, conventions and businesses to visit and to stay."

Recommendations emerging from the seminar were excellent including the establishment of a city-wide "data base" of potential and existing clientele. This has already been communicated in writing to the Region for appropriate action.

Summary of seminar expenses are as follows:

Chamber of Commerce - Seminar notice mailing		$ 350.00
Meeting Management Services (R. Dewar) - Goods and Services		$1,850.00
Speakers		
Ms. Shirley Schlessinger - Chicago Travel Expenses	(US)	$ 306.00
Mr. Chris White - Washington Travel Expenses	(US)	$ 200.00
John Hope-Johnstone - Toronto (Speaking Fee)		$1,300.00
M.I. Research (C.A. Letheren and D. Mathieu) (Speaking Fee)		$ 500.00
Ms. Shirley Schlessinger (Speaking Fee)		N/C
Mr. Chris White (Speaking Fee)		N/C

Sheraton Hamilton Hotel (Accommodation for Speakers)	$ 532.46
Presentation Gifts from Royal Botanical Gardens	$ 69.15
Hamilton Convention Centre (Sandwich Lunch and Coffee Breaks)	$1,271.77
Photographer (D. McGreal)	$ 128.40
TOTAL	**$6,507.77**

This project came in under budget and should be again considered as part of the 1987 Hospitality Week in Hamilton.

Yours truly,

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.,

FB:mgm
Encls.

Fred Bogden,
Director of Marketing.

Government of Canada / Gouvernement du Canada
Regional Industrial Expansion / Expansion industrielle régionale

NEWS RELEASE

Contact	For release
Bob Parkins (613) 995-1333	IMMEDIATE

Subject

CANADIAN TOURISM AMBASSADOR PROGRAM LAUNCHED

TC 15/86

Hamilton, June 19, 1986, -- A new program encouraging a friendly welcome and a positive attitude towards tourists was unveiled today by federal Tourism Minister Jack Murta.

The Minister announced the Canadian Tourism Ambassador Program during a day-long seminar promoting Hamilton's tourism and convention industry.

"The federal Ambassador Program will recognize individual Canadians' dedication to tourism and performance above and beyond the call of duty," said Mr. Murta.

Visitors crossing the border into Canada will receive a ballot form in their "Canada: The World Next Door" brochure, which they may use to nominate a Canadian who proves exceptionally hospitable or helpful during their visit.

The nominated "Tourism Ambassadors" will receive special certificates in recognition of their excellence, from the Minister on behalf of the Government of Canada.

"Many provinces and industry groups have launched attitude and awareness programs similar to the Ambassador Program," said Mr. Murta. "With our partners we are working at a common task -- ensuring that visitors to Canada are well-treated. The federal program only complements and enhances the individual efforts of our partners."

The Minister explained that the Canadian Tourism Ambassador Program uses the best judges -- actual tourists as opposed to industry colleagues.

Canada

"The size and importance of the U.S. market means that in all sectors we must continue to enhance the economic bond between Canada and the United States," the Minister said. "Tourism is the best vehicle we have to reinforce the special friendship between the two countries."

The Minister said Canada is expecting a boom year in tourism with a projected total of more than 15 million overnight visitors from the United States and overseas countries.

"We have proved we can get them here; now we must keep them coming back," said Mr. Murta. "Many of the million who come this year will be first time visitors. These people will only return if they like what they see and if they leave satisfied that they have received good value for their vacation dollar."

A $20 billion-a-year industry, tourism is a major job creator in all regions of the country, directly employing 600,000 skilled and non-skilled workers. Stressing the economic importance of tourism, Mr. Murta said that just a one-percentage-point increase in overnight visitors to Canada means an additional 800 job years and $17 million in direct income for Canadians.

- 30 -

For more information, or to set up an interview, please contact Bob Parkins or Jodi Redmond at (613) 995-1333.

SPEAKING NOTES

BY THE HONOURABLE JACK B. MURTA
MINISTER OF STATE (TOURISM)

TO THE

"HAMILTON HAS IT" BIG LEAGUE SEMINAR

HAMILTON, ONTARIO

JUNE 16, 1986

CHECK AGAINST DELIVERY

Thank you ladies and gentlemen. It is a great pleasure to be here to take part in your seminar series and your unique promotion "Hamilton Has It." I don't have to tell you the importance of our industry -- and the great impact it has on our economy, lives and social well-being. No other industry can create jobs more quickly, or generate more foreign exchange and revenue for governments and Canadians.

Tourism is an environmentally clean industry, highly labour intensive. It's an industry which allows Canada to "export" -- if you will -- that which is most unique to our country ... our culture, our natural and human resources, our unique heritage and history.

But tourism is also a $20 billion-a-year industry employing 600,000 skilled and unskilled workers in <u>all</u> regions of Canada. The numbers are impressive. For instance, if overnight visitors to Canada increased by just one percentage point it would mean $30 million added to the Canadian economy; 800 additional job years; nearly $11 million in government revenue, and $17 million in direct income for Canadians.

.../2

The "Hamilton Has It" promotion and associated activities, illustrate that this community is highly aware of the boost tourism means for your local economy. In Hamilton-Wentworth it is estimated that some 30,000 jobs are directly and indirectly created by the tourism sector. And, the conservative estimate is that tourists to this region alone generate $50 million in direct expenditures -- with $17 million of that related to convention activities.

I'm also pleased that there are special programs being launched during Hospitality Week -- to promote fair and courteous treatment of visitors.

I'm sure most of you can recall an experience -- a negative experience which has dampened an otherwise pleasant vacation or holiday. The front desk clerk who keeps you waiting while he or she chats with a colleague; the customs officer whose barely audible words sound more like a growl than a greeting; the waiter who confuses your order, brings you the wrong meal and grunts and groans when you ask that the proper meal be provided.

I don't want to stereotype -- I'm just using these as examples to illustrate that isolated irritants remain in people's minds for a long time.

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On the other hand, the Hamilton Has It promotion, the long-term plan of the Chamber of Commerce, and the highly successful Festival Country, demonstrate this region's commitment to strengthening the industry.

Festival Country is one of Canada's leading travel associations. In terms of the services it offers to its members, the organization is at the leading edge of tourism promotion and marketing in Canada. I understand that Ontario's Attraction Monitor has reported that attendance at Festival Country attractions are up almost 50 per cent this year over 1985 -- compared to the provincial average of about 16 per cent. This is hard evidence of that you are doing something right.

I am confident that our recent U.S. advertising campaign (Canada: The World Next Door) has also contributed to the growing numbers of U.S. visitors crossing the border into Canada this year.

In 1986 we will have one of the best opportunities in more than a decade to show off to millions of visitors our great cities, our magnificent outdoors and our cultural activities.

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Overnight U.S. travel to Canada is up about 10 per cent in the first four months of 1986 -- about two million visitors. If the trend continues, travel to Canada from overseas countries is expected to reach an all time high of about 1.87 million tourists in 1986.

From the U.S. alone, we stand to gain $4 billion in foreign exchange.

These numbers tell an impressive story of a job well done ... of private sector co-operation, of government initiative and incentive, of Canadians working together at a common task ... convincing more Americans -- and others -- to come to Canada for their holidays.

The U.S. Travel Data Centre forecasts that Canada is the only foreign destination expected to increase its share of the U.S. travel market this year. Canada was chosen as a travel bargain by 26% of respondents to the study -- up from 16 per cent last year.

Good news yes. But to take full advantage of our good fortune we must be aware that the increasing ranks of tourists bring more than just travellers cheques. The influx of tourists means increasing responsibilities for all of us

-- a greater imperative to fulfill expectations and keep our visitors coming back for more and longer vacations. We must demonstrate that we have the product, we have the professionalism and we can deliver exciting vacation experiences.

This year particularly, the growing numbers of tourists will include millions of first-time visitors to Canada ... people who will return to Canada if they like what they see and do ...

But they won't come back if they aren't absolutely satisfied with their Canadian vacation. And they won't recommend Canada to their friends, relatives and co-workers unless they've received warm, friendly hospitality and good value for their vacation dollar.

You know McDonald's wouldn't do so well if everyone only tried their product once. The key to their success is that they can get people back a second, third and fourth time. That's what makes them such successful marketers ...

We face the same challenge. We're certainly moving in the right direction, and I have a good sense that finally, industry, municipalities, the provinces and the federal government are moving in the same direction.

.../6

Together we have proved we can get them here; now we must keep them coming back.

I realize many visitors will be greeted or served by a tourist industry which will find itself pressed to the limit in some cases and, in many cases, may be staffed by people as new to their job as the visitor is to Canada.

But with the proper training -- and, most importantly, the right attitude -- we can ensure that our visitors leave Canada as happy, satisfied customers.

All of us -- waiters, waitresses, bank tellers, hotel clerks, service station attendants, airline employees, the person on the street, even members of the Government -- must ensure that visitors to this country are welcomed properly, and served with courtesy. And, fair exchange for the U.S. dollar is a large part of the good treatment we must show our visitors.

Like other industries, tourism too is becoming more sophisticated, more competitive. The federal Government -- recognizing that we must be professional, aggressive, and business-like in our approach to this vital economic sector -- is taking the lead to ensure we all prosper from a healthy industry.

.../7

Part of the premise is that Canada has declared itself open for business -- and now we must deliver. To reinforce the importance of our performance this summer, I am urging and inviting Canadians to become Tourism Ambassadors. To formalize this challenge, I am pleased to announce the federal Tourism Ambassador Program.

This program is a positive initiative designed to encourage all Canadians to be goodwill ambassadors for Canada. The federal Ambassador Program will recognize individual Canadians' and their dedication to the spirit of tourism and their performance above and beyond the call of duty.

Although there are many other very effective industry and provincial hospitality awards and awareness programs, the Canadian Tourism Ambassador Program is unique in that foreign tourists -- the best judges of all - have the opportunity to nominate candidates.

Millions of visitors crossing the border into Canada will receive the "Canada: The World Next Door" brochure, which contains a special welcome, an explanation of the program and a ballot form.

.../8

Our guests may fill out the ballot recognizing an individual who was exceptionally helpful or friendly during their stay in Canada. We want to make examples of Canadians both inside and outside of the industry who may have made a visitor's stay more enjoyable.

These nomination papers are then sent to me. And, in recognition of this outstanding behaviour, I will send a Tourism Ambassador Certificate on behalf of the federal government, to each person who promotes our goal of furthering Canadian tourism.

We must not lose sight of the fact that tourists -- particularly Americans -- are valuable to our economy. It's true that the U.S. and Canadian governments may not always see eye-to-eye on all matters. And, unfortunately, these differences may have a negative impact on certain groups of citizens. But there is a unique friendship between Canada and the U.S., and tourism is one of the best vehicles we have to build on that relationship. The size and importance of the U.S. market means we must continue to build the economic bond between Canada and the United States. In the spirit of co-operation between our two countries, just last week I signed a Tourism Research Agreement with Vice-President George Bush in Vancouver. Over the next five years, we will

.../9

work with the U.S. to study the tourism potential of some 18 overseas countries -- to help boost international tourism to North America.

Canada must continue to stage, launch and win major international events to compete in the world market.

The professionalism with which the City of Hamilton carried out the Federation of Canadian Municipalities Convention should help the communities' efforts to win the bid for the World Men's Basketball Tournament in 1990.

I am pleased to have been invited here to launch the "Hamilton Has It" Big League Seminar Series.

As federal Tourism Minister, I welcome any program which contributes to the professionalism and competitiveness of our industry. I can't think of a better way to launch the federal program than in conjunction with such an active and pro-tourist community.

.../10

I will quickly, and briefly, take this opportunity to congratulate all of you on your "Hamilton Has It" promotion and, most importantly, your attitude -- which is reflected in your successful marketing of one of Canada's busiest tourism regions.

Definitely, HAMILTON HAS IT. Thank you for inviting me to your seminar series, and good luck in spreading the word about your region -- and Canada in general -- to potential visitors, conventioners and business people from around the world.

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MEMORANDUM

MEMO TO : Brian Conacher,
Managing Director/Chief Executive Officer, HECFI

FROM : Fred Bogden,
Director of Marketing, HECFI

DATE : September 3, 1986

RE : **"Hamilton Has It!" Seminar - June 16, 1986**

Further to my memo dated August 29, 1986, attached is a copy of a full page article from the July/August issue of the Canadian national publication Meeting & Convention Destinations headlined "Hamilton Kicks Off Convention Campaign".

Fred Bogden,
Director of Marketing.

FB:mgm
Attach.

MEETING & CONVENTION DESTINATIONS

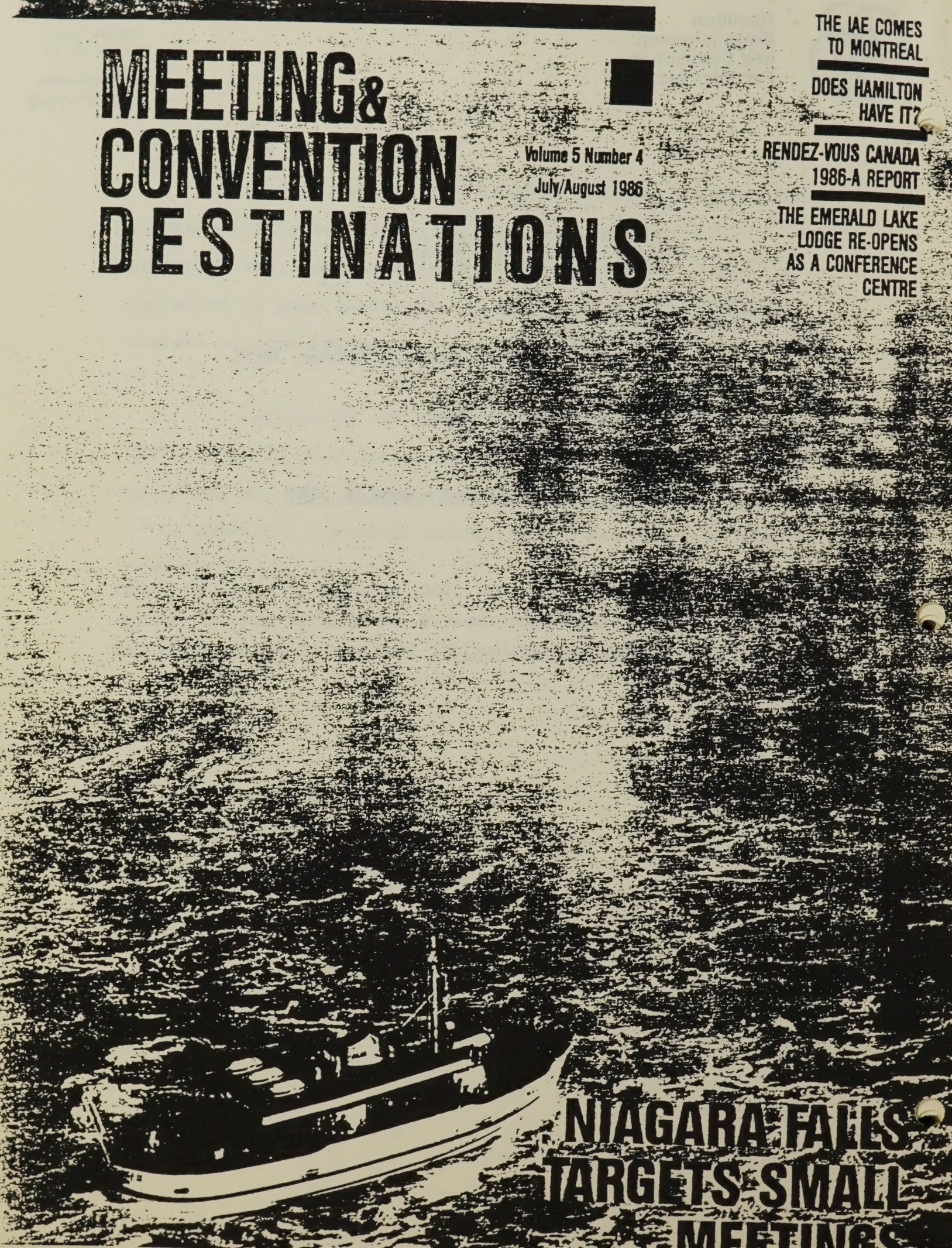
Volume 5 Number 4
July/August 1986

THE IAE COMES TO MONTREAL

DOES HAMILTON HAVE IT?

RENDEZ-VOUS CANADA 1986-A REPORT

THE EMERALD LAKE LODGE RE-OPENS AS A CONFERENCE CENTRE



NIAGARA FALLS TARGETS SMALL MEETINGS

HAMILTON KICKS OFF CONVENTION CAMPAIGN

by David Meyler

"Hamilton Has It" – this is the slogan for Hamilton's campaign to become a major convention city, and it refers to the fact that as far as facilities are concerned Hamilton can cater to practically any group.

Jack Murta, then Minister of State for Tourism, was in the city recently to kick off Hamilton's Hospitality Week, an attempt to focus on the travel industry. He emphasized the importance of tourism to both the national and local economies. Tourism, nation-wide, employs one out of ten people and is worth $20 billion a year.

In Hamilton, Murta went on to say, 15,000 people are directly in tourism, while 15,000 are employed indirectly. Approximately $50 million is added to Hamilton's economy each year, of which $17 million results from conventions alone.

Hamilton will not have an easy time making a name for itself in convention and meeting circles, according to Chris White, founder of the Krisam Group, (which represents over 80 hotels, convention bureaux and service organizations). This applies in the Canadian market, but is especially true in the United States.

"Very few Americans (in the convention/meeting planner sector) are intelligent about Canada," said White. If they do know Canadian cities they will think of the "big three": Montreal, Toronto and Vancouver – and perhaps Ottawa.

White pointed out two cities in the United States which have problems similar to Hamilton: Baltimore and San Jose. Baltimore was always overshadowed by Washington D.C., and in many ways it still is (and this will not change, if simply because Washington is the U.S. capital).

However by renovating its waterfront, developing its tourism infrastructure and – most importantly – clearly defining its market, Baltimore has moved successfully into the convention and meetings field.

San Jose, which faces stiff competition from San Francisco, has been less successful despite being one of the largest cities in California. There is still much work to do in terms of improving the San Jose downtown and developing infrastructure.

Hamilton's obvious competition is "big brother down the street" – Toronto. White said Hamilton would never be able to overtake Toronto, but nor will it have to.

The city will have do extensive research, build up a solid data base and then identify which groups would be interested in coming to Hamilton. In the short term, the bulk of the business will be local, but once a solid base is created and experience gained, Hamilton could move more strongly into the international markets.

What Hamilton Has

Jackson Square is a downtown retail / entertainment complex including over 240 shops and services, a Farmer's Market and the Copps Coliseum, all built around a 14-storey garden atrium. With 18,000 seats Copps Coliseum is one of Canada's largest indoor arenas, equally able to host trade shows, sporting events and concerts. The facility opened in 1985.

With a price tag of $42.7-million, it is one of the three key projects of Hamilton's $250-million Downtown Redevelopment Programme. The other two facilities, Hamilton Place and the Hamilton Convention Centre, are directly connected to the coliseum.

Hamilton Place seats over 2,000 in its Great Hall, which now regularly attracts world class performers. Some of those who have appeared include Johnny Cash, Harry Belafonte and Tom Jones.

The facility also has business and banquet facilities, including the 400-seat Studio Theatre, four meeting rooms and a boardroom. The Studio Theatre can be used for receptions, film screenings and large business meetings as well as theatre productions. Audio visual equipment and catering services are available.

The Hamilton Convention Centre has 13 meeting rooms and 3,700 square metres (40,000 square feet) of exhibit space. Up to 1,500 people can be seated for banquets in the Chedoke Hall. Food and beverage services are under the direction of the centre's own Executive Chef.

Accommodation in the downtown area is highlighted by the new Sheraton Hamilton. Located in Jackson Square, the 360-room hotel is connected by a covered walkway to the Convention Centre.

For the business traveller who worries about being isolated from Toronto, the hotel offers a shuttle service to Pearson International Airport (an hour's drive, but sometimes longer depending on traffic). Rack rates range from $89 for a double room up to $157 for a suite.

Other major hotels in Hamilton are the Holiday Inn and The Royal Connaught Hotel.

Dining in Hamilton offers a choice of almost 160 restaurants, ranging from "fast food" to formal dining. There is a wide selection of Italian and Chinese restaurants, plus English, French, German, Greek, Hungarian, Indian, Japanese, Middle Eastern, Portuguese and Swiss. Prices range from $10 to $80 for two. ■

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New Brunswick, Canada

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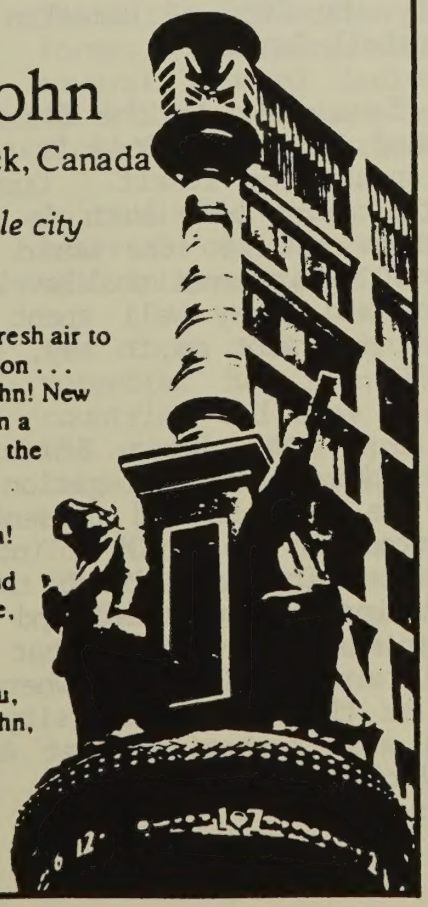
For information and planning assistance, contact the Saint John Visitor and Convention Bureau, Box 1971, Saint John, New Brunswick, E2L 4L1. Telephone: (506) 658-2990.



For more information circle coupon no. 20

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CONFIDENTIAL

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Tel. 416/526-4450

File Copy

MEMORANDUM

MEMO TO : Brian Conacher, Managing Director/Chief Executive Officer, HECFI

FROM : Fred Bogden, Director of Marketing, HECFI

DATE : July 30, 1986.

RE : HAMILTON PARTICIPATION - BASKETBALL CANADA BID

Pursuant to my verbal report to the Board of Directors on my return from Barcelona with respect to Hamilton's participation in the 1990 bid for the Men's World Basketball Championships.

While our attempt as a "team" was "unsuccessful", I believe that significant gains were made both by the City of Hamilton and HECFI as a result of our efforts with Basketball Canada.

The fact that Hamilton scored so favourably in the first round of voting and indeed effectively knocked out the United States and the City of Indianapolis so strongly speaks for itself. Quoting Mayor Morrow, "The only thing we are not coming home with is the single event but the exposure we received as host to the world represents the best communications exposure on an international level that one could make, and was certainly time and money well spent on behalf of the City of Hamilton." Mayor Morrow went on to say, "I am sure it will lead to other opportunities."

The Secretary-General of the F.I.B.A., Mr. Boris Stankovich from Yugoslavia, had a private meeting with the Canadian delegation following the final voting, indicating that the Canadian bid presentation was definitely the best but as we understand in the world of international sports politics, Mr. Stankovich further indicated "that the bid was not everything -- there are friendships on the board and there are politics." Mr. Stankovich also pointed out to us that Argentina has never hosted any other major international events whereas Canada has previously hosted such events as the World University Games in Edmonton in 1983. Mr. Stankovich also emphasized that Argentina's 6-million U.S. dollar bid was "wonderful". Comparatively, Basketball Canada's bid was 3-million U.S. dollars.

..../2

Bottomline, I sincerely believe that for the $60,000 Hamilton cash investment (which includes all expenses such as delegate travel, accommodation, promtional activities, etc.), Hamilton has received the following:

1) Hamilton has heightened its international visibility at a minimal cost to itself. It would be impossible to purchase the "advertising" space and/or media to obtain the international exposure to the 165 nations worldwide.

   This international exposure has been achieved in several ways:

   i) The Mayor, City Councillors, HECFI and influential volunteers and City Administrative personnel have been introduced personally to senior representatives from the sport communities of in excess of 100 countries.

      It has to be noted that many of the sport representatives from the various nations are significant members of both the private and public sectors in their own respective communities and bring greater influence and position to the Basketball Congress than the sport itself - a fact which cannot be overlooked when a City such as Hamilton is assessing the payback and communications exposure it received from its $60,000 investment.

   ii) The City of Hamilton and HECFI have been exposed in written format (i.e. three bulletins mailed to 165 countries plus several hundred individuals) to the world of basketball which in many cases is the world of government (i.e. politics) from each of these nations.

      In addition, over 2000 pounds of related literature and materials was distributed to members and individuals from well in excess of 100 countries.

   iii) The Copps Coliseum model and facility, its assets and potential has been front and centre with 80+ basketball countries and many more individual enthusiasts from around the world. The facility has been positioned as an international arena for sport and more importantly for basketball.

   iv) The City of Hamilton and HECFI have been introduced to 80+ countries and many more individuals through a highly professional audio visual presentation that featured Hamilton as the city for basketball in the world.

..../3

2) Hamilton and HECFI have developed a meaningful relationship with Basketball Canada - one of mutual respect and interest that will position Hamilton as a MAJOR SPORT COMMUNITY and in particular, a MAJOR BASKETBALL COMMUNITY both domestically and abroad.

3) The City of Hamilton and HECFI were positioned as a partner with Basketball Canada throughout the bidding process. It has been positioned, therefore, as a total contributor to the success and the professional fashion in which the process evolved with all levels of government in Canada, with the sport community and, above all else, with the international publics in attendance in Barcelona where the total presentation received accolades unprecedented in the history of the FIBA.

4) Hamilton and HECFI were part of the "team" that developed a climate within the international basketball community (FIBA) not only to receive international events from Canada, but a climate where FIBA will aggressively assist in their development and in ensuring that Canada, and indeed the City of Hamilton and HECFI are duly rewarded for their efforts to date.

   Hamilton is positioned as a City worthy of and a serious contender for other international sporting events of significance.

5) Many of the materials used in the bid process can be used by the city in the promotion of the city and in telling the story of the 1990 Bid Process - a successful model and story. Such things as the AV production, Slam Duck, the model of the bulletins or the bulletins themselves as living examples, etc.

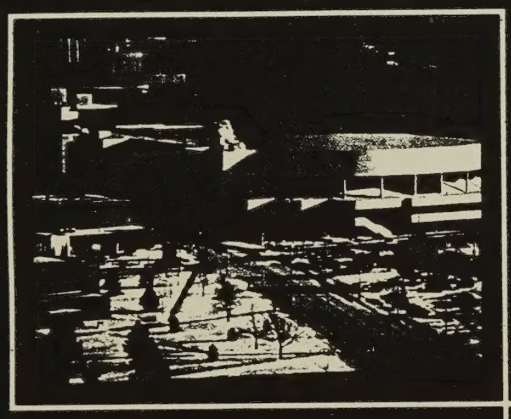
6) Many of the City and HECFI top officials and volunteers were major contributors and participants in the bid process and have been exposed to the level of professionalism with which the city and Basketball Canada executed their various responsibilities and the total effort itself. It, in fact, can serve as a model for sport itself - not just basketball - although it has been acclaimed within the FIBA family as the first such approach to the bidding process and was applauded for its attention to all of the necessary details.

   The City of Hamilton and HECFI were part of that praise.

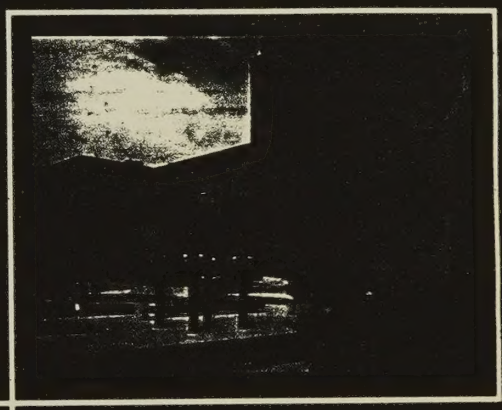
FB:mgm

Fred Bogden,
Director of Marketing.

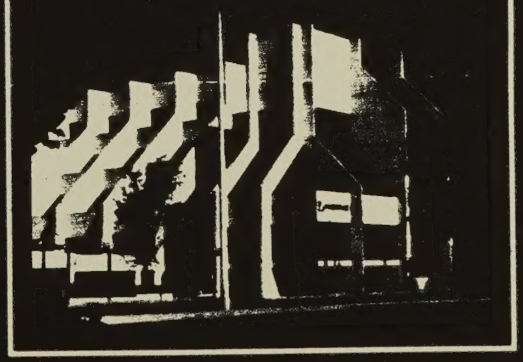
3 MORE GREAT REASONS TO LOVE THIS TOWN



Hamilton Place



Copps Coliseum



Hamilton Convention Centre

Hamilton has it!

Copps Coliseum, Hamilton Place & Hamilton Convention Centre
are managed & operated by Hamilton Entertainment & Convention Facilities Inc
101 York Boulevard, Hamilton, Ontario L8R 3L4 (416) 527-7900
on behalf of the Corporation of the City of Hamilton.

3
MORE
GREAT
REASONS
TO LOVE THIS
TOWN

CAPITAL PROJECT – EQUIPMENT REQUIREMENT FOR

BOX OFFICE TELEPHONE/MAIL ORDER DEPARTMENT

Hamilton
Entertainment
and Convention
Facilities Inc.

FROM John A. Leuser, Director of Finance and Administration
Name & Title

DATE Sept. 8, 1986

FOR ACTION [xx] FOR INFORMATION [ ] File No. _____

TO: B O A R D [xx] (OR) _____ Committee [ ]

SUBJECT

Capital Project - Equipment for Box Office Telephone/Mail Order Department in Copps Coliseum

RECOMMENDATION

(a) That approval be granted to proceed with the Capital Project - Equipment for the Box Office Telephone/Mail Order Department in the amount of $60,000; and

(b) That the City's Executive Committee be requested to recommend to City Council the method of financing.

Note: This project is within the total 1986 portion of the 1986 - 1990 Capital Budget

BACKGROUND

Previously, the Board approved $150,000 to construct new facilities at Copps Coliseum for the Box Office Telephone/Mail Order Department which would service all of HECFI. Its completion is expected by December 1, 1986.

In order to have it operational by December 1, 1986, we require approximately $20,000 for equipment such as work stations, chairs, filing cabinets etc. In addition, we will require an Automatic Call Distribution Telephone System at an estimated cost of $40,000. This telephone system is similar to what BASS and the airlines use. The system is a hands free system allowing the operators total freedom to operate their own BASS terminals, jot down customer information if looking up problems or to access source material such as restaurant guides, etc. It is virtually noise free. The operators rely on a "prompt" beep from the headset to prepare for the next customer, thus eliminating the constant ring of phones in an area already inundated with the noise of several voices, ticket printers, etc.

Incorporated into this system is a call sequencing device that stacks and distributes the calls in the order they were received, accommodating the customer in the fairest method.

John A Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, October 10, 1986
9:00 A.M.
Copps Coliseum Board Room

AGENDA

1.	**Chairman's Remarks**	
2.	**Minutes of September 12, 1986**	Attachment 2
	2.1 Errors or Omissions	
	2.2 Motion for Approval	
3.	**Business Arising From the Minutes**	
4.	**Committee Reports/Minutes**	
	4.1 Copps Coliseum Committee Seventh Report	Attachment 4.1
	4.1.1 Copps Coliseum Committee Minutes of August 25, 1986	Attachment 4.1.1
	4.2 Hamilton Place Committee Seventh Report	Attachment 4.2
	4.2.1 Hamilton Place Committee Minutes of August 19, 1986	Attachment 4.2.1
	4.3 Hamilton Convention Centre Committee Seventh Report	Attachment 4.3
	4.3.1 Hamilton Convention Centre Minutes of August 29, 1986	Attachment 4.3.1
	4.4 Audit & Finance Committee Tenth Report	Attachment 4.4
	4.4.1 Audit & Finance Committee Minutes of September 2, 1986	Attachment 4.4.1
	4.4.2 Audit & Finance Committee Eleventh Report	Attachment 4.4.2

5. **Report by Director of Marketing** Attachment 5

6. **New Business**

7. **Other Business**

8. **Date of Next Meeting**

November 14, 1986
9:ØØ A.M.
Copps Coliseum Board Room

9. **Adjournment**

Patricia Bennett
Secretary to the Board
October 3, 1986

Attachment 2

Minutes of September 12, 1986

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, September 12,1986
9:ØØ A.M.
Copps Coliseum Board Room

MINUTES OF REGULAR SESSION

PRESENT:	Mr. D. Braley, Chairman of the Board
	Alderman B. Hinkley
	Mr. T. Yates
	Mayor R. Morrow
	Alderman T. Murray
	Alderman R. Wheeler
	Alderman J. Gallagher
	Mr. S. Cino
	Mr. D. Hector
	Mr. W. McFarland
	Dr. C. Bart
	Mr. D. Beattie
	Mrs. J. Gowland
REGRETS:	Mr. T. Casey
ALSO PRESENT:	Mr. B. Conacher
	Mr. T. Burrows
	Mr. J. Crane
	Mr. W. Penfold
	Mr. J. Leuser
	Ms. P. Bennett
MEDIA:	Mr. S. McNeil, The Spectator
	Mr. L. Meyer, C.H.M.L.

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting. The Secretary confirmed that Board Members had been properly notified and the meeting was duly constituted for business.

Discussion at the outset of the meeting centered around the scheduled time of the regular Board meetings. The motion moved by Alderman Murray, seconded by Mr. Cino that Board Meetings be held at 12:ØØ Noon was defeated. Messrs. Braley, Yates, Wheeler, Hinkley, Hector, McFarland, Beattie, Bart, Mayor Morrow and Mrs. Gowland voted against the motion; Messrs. Murray, Cino, and Gallagher voted for the motion.

In-Camera Session

MOVED by Mrs. Gowland, seconded by Alderman Wheeler that

THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

THE IN-CAMERA SESSION BE CONVENED.

THE AUGUST 15, 1986 MINUTES BE ACCEPTED AS CIRCULATED.

MANAGEMENT BE DIRECTED TO DEVELOP AN ACTION PLAN INCORPORATING OPTIONS TO DEAL WITH THE CONSTRUCTION DEFECTS OF THE COPPS COLISEUM ARENA FLOORING.

MRS. GERALDINE COPPS BE REQUESTED TO REVIEW THE MAQUETTES OF VICTOR K. COPPS AND TO INDICATE HER PREFERENCE.

THE AUGUST 25, 1986 COPPS COLISEUM COMMITTEE IN-CAMERA REPORT BE ACCEPTED AND THE FOLLOWING RECOMMENDATION ENDORSED:

THAT THE RECOMMENDATION ENTITLED SURVEY OF CONCESSIONS AS SUBMITTED BY THE DIRECTOR OF HAMILTON CONVENTION CENTRE BE APPROVED.

THE COPPS COLISEUM COMMITTEE IN-CAMERA MINUTES OF JULY 28, 1986 BE RECEIVED FOR INFORMATION.

THE AUDIT & FINANCE COMMITTEE NINTH IN-CAMERA REPORT BE APPROVED.

THE AUDIT & FINANCE COMMITTEE IN-CAMERA MINUTES OF JULY 2, 1986 AND AUGUST 14, 1986 BE RECEIVED FOR INFORMATION.

HECFI ENTER INTO AN AGREEMENT WITH THE IMAGE GROUP, 752 KING STREET EAST, HAMILTON FOR THE PROVISION OF AD HOC ADVERTISING SERVICES TO HECFI AND THAT THE AGREEMENT SHALL CONTINUE UNTIL TERMINATED BY EITHER PARTY UPON (9Ø) DAYS WRITTEN NOTICE.

THE IN-CAMERA SESSION BE ADJOURNED

2. Minutes of August 15, 1986

MOVED by Alderman Wheeler, seconded by Mr. McFarland that

THE AUGUST 15, 1986 MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

It should be noted that Aldermen Murray and Gallagher were not in attendance at the August 15th meeting due to City of Hamilton out-of-town commitments.

3. Business Arising From the Minutes

3.1 Update on Status of Admission Sales Tax Exemption

The Board received for information Mr. Burrows' September 8th report with respect to Bill 26 - An Act to Amend the Retail Sales Tax Act. Mr. Burrows suggested that further discussion with the Chairman of the Board take place with a view to incorporating the areas of concern raised at the September 4th meeting into HECFI's response to the Ministry.

3.2 Update : HECFI Foundations

The Managing Director reported that HECFI's legal counsel has been consulted with respect to possible legal requirements in changing the directorships of the Foundations.

3.3 Report : Copps Coliseum Floor

MOVED by Alderman Murray, seconded by Alderman Wheeler that

THE REPORT ENTITLED COPPS COLISEUM - RINK PIPING FROM MR. DAVID FREEMAN, CITY ARCHITECT BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4. Committee Reports/Minutes

4.1 Copps Coliseum Committee Sixth Report

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE SIXTH REPORT BE APPROVED AND ENDORSES THE FOLLOWING RECOMMENDATIONS:

THAT THE QUOTATION SUBMITTED BY HUSSEY SEATING COMPANY CANADA LTD., DATED 1986 AUGUST 11, IN THE TOTAL AMOUNT OF $19,592.52. FOR WORK NECESSARY TO MODIFY TWO (2) CORNER MOVABLE SEATING PLATFORMS IN COPPS COLISEUM BE ACCEPTED, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING, AND THAT HUSSEY SEATING COMPANY CANADA LTD. BE AUTHORIZED TO PROCEED WITH THIS WORK COMMENCING 1986 SEPTEMBER 15.

Note: Only company acceptable to perform this work. Background documentation is attached.

THAT THE TENDER SUBMITTED BY CIPOLLA'S SERVICES LTD. IN THE TOTAL AMOUNT OF $3,589.ØØ. PER MONTH FOR ELECTRICAL SERVICE AND MAINTENANCE OF EQUIPMENT IN BUILDINGS SERVICES BY THE CENTRAL UTILITIES PLANT, I.E. CITY HALL, LIBRARY, MARKET, HAMILTON PLACE, HAMILTON CONVENTION CENTRE, PARKING GARAGE AND THE CENTRAL UTILITIES PLANT ITSELF BE ACCEPTED, AND THAT THE NEW MONTHLY RATE AS STIPULATED IN THE VENDOR'S TENDER BECOMES EFFECTIVE COMMENCING 1986 JULY 1.

Note (i): Lowest of three (3) tenders received. This equipment shall end on 1988 November 3Ø with the option in favour of HECFI to renew the contract for two additional one-year terms at the rates specified in the Vendor's Tender.

THAT AN APPROPRIATION OF $2Ø,ØØØ.ØØ. BE ESTABLISHED TO FUND ADVANCED TRAINING COURSES FOR FACILITIES PERSONNEL ON THE HONEYWELL D52ØØ BUILDING AUTOMATION SYSTEM, AND THAT HONEYWELL CONDUCT THESE TRAINING COURSES, AND THAT THE AUDIT & FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT THE QUOTATION FROM CAMELOT DRAPERY OF BURLINGTON, ONTARIO, IN THE TOTAL AMOUNT OF $16,3Ø5.94. FOR ALL MATERIAL AND EQUIPMENT, NOT INCLUDING INSTALLATION BE APPROVED AND THAT THE SUM OF $3,ØØØ.ØØ. BE APPROVED FOR INSTALLATION AND THAT THE AUDIT & FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

THAT NO MESSAGES OR LOGOS BE PLACED ON THE ICE SURFACE AT COPPS COLISEUM.

Note: Any charitable groups inquiring about advertising their logo or message at Copps Coliseum may be advised of the electronic message centre which may be utilized free of charge.

THAT NO ACTION BE TAKEN ON THE REQUEST FOR ICE TIME FROM THE BOARD OF EDUCATION FOR THE 1988 ONTARIO FEDERATION OF SCHOOL ATHLETIC ASSOCIATION PROVINCIAL CHAMPIONSHIP, AND THE BOARD OF EDUCATION SHOULD BE ADVISED THAT COPPS COLISEUM IS AVAILABLE ON A RENTAL BASIS, OR THEIR TOURNAMENT MAY TAKE PLACE ON THE ONE DAY THAT IS RESERVED FOR MINOR HOCKEY PLAYOFFS.

MOTION CARRIED.

Received for information were the following items:

(i) The Director of Marketing is awaiting a response concerning travel arrangements with respect to the details concerning the one millionth person winning a trip to Italy;
(ii) The booking confirmation;
(iii) The Unaudited Operating Results for Copps Coliseum for the Seven Month Period Ended July 31, 1986;
(iv) The Unaudited Operating Results for The Central Utilities Plant for the Seven Month Period Ended July 31, 1986;
(v) The monthly report by the Director of Copps Coliseum;
(vi) Organizers of Bus Tours will be contacted by the Director of Marketing to inform them of Copps Coliseum walking tours.

4.1.1 Copps Coliseum Committee Minutes of July 28, 1986

MOVED by Alderman Murray, seconded by Alderman Gallagher that

THE COPPS COLISEUM COMMITTEE MINUTES OF JULY 28, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.2 Hamilton Place Committee Sixth Report

MOVED by Mr. Hector, seconded by Alderman Wheeler that

THE HAMILTON PLACE COMMITTEE SIXTH REPORT BE APPROVED.

MOTION CARRIED.

The following information items were received:

(i) A revised Hamilton Place program masthead was approved incorporating the names of the members of the Board;
(ii) The next meeting between IATSE and HECFI management will take place August 21, 1986 - a subsequent report to follow;
(iii) Informal discussion continue with the Hamilton Musicians Guild and HECFI management - a subsequent report to follow;
(iv) Sales of NEW FACES '86 did not achieve budget projections; the Director's intention is to find the means to continue the program in 1987; new funding sources must be developed, possibly corporate sponsorship in addition to and co-operatively with the Hamilton Spectator if they wish to continue either support; projection estimates are that no rental will be recovered and will result in no net revenue to the Operating Revenue;
(v) Discussions continue with respect to the Personnel Hoist; a request for proposals for reinforcement of the Stage Floor will be prepared with the assistance of the City Purchasing Department; the Committee agreed this cost should be considered a maintenance cost and that both the purchase of the Hoist and the stage floor reinforcement should be designated from the Capital Improvement Surcharge Reserve;
(vi) September and October are totally booked; the Director currently concentrating efforts to secure revenue producing programming for the last three weeks of December; The Hamilton Philharmonic Orchestra will share 50/50 in profits and/or losses with respect to the Rudolf Nureyev Benefit Performance, October 28, 1986;
(vii) The Director to prepare a draft letter for the Chairman of the Board's signature with respect to the Ontario Retail Sales Tax Act 10% Admissions Tax;
(viii) Studio Theatre programming was successful with the Science Circus attended by 20,000 people followed by the opening of the Summer Theatre School; the Studio Theatre will present a full programme of shows for 1986/87 season for the 250 schools in this area.

4.2.1 Hamilton Place Committee Minutes of July 31, 1986

MOVED by Mr. Hector, seconded by Alderman Wheeler that

THE HAMILTON PLACE COMMITTEE MINUTES OF JULY 31, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.3 Hamilton Convention Centre Committee Sixth Report

MOVED by Mr. Yates, seconded by Alderman Wheeler that

THE HAMILTON CONVENTION CENTRE COMMITTEE SIXTH REPORT BE APPROVED AND ENDORSES THE FOLLOWING RECOMMENDATIONS:

THAT APPROVAL BE GIVEN FOR THE BALANCE OF 1986 CAPITAL FUNDS AS OUTLINED BELOW TO BE TRANSFERRED FROM THE CITY OF HAMILTON ACCOUNT TO THE CONVENTION CENTRE CAPITAL ACCOUNT -

DANCE FLOOR	**$36,750.**
REFRIGERATION UNIT	**$12,000.**
ODOR AND BACTERIA CONTROL SYSTEM	**$ 2,500.**
	$51,250.

THAT IN THE CASE OF FUTURE REQUESTS FOR CAPITAL EXPENDITURE, NO MENTION SHOULD BE MADE OF THE "10% FACTOR" AS WAS THE PREVIOUS PRACTICE, NOR SHOULD THIS PERCENTAGE BE INCLUDED IN THE AMOUNT REQUESTED.

THAT THE PROPOSAL PUT FORWARD BY THE HAMILTON STREET RAILWAY IN CONNECTION WITH ITS PROMOTIONAL ACTIVITIES BE APPROVED IN PRINCIPLE SUBJECT TO AN APPROPRIATE FINANCIAL ARRANGEMENT BEING AGREED UPON BETWEEN HECFI AND HSR.

MOTION CARRIED.

The following items were received for information:

(i) The Director's Report for June/July, 1986;
(ii) Sales Reports for June and July, 1986;
(iii) Unaudited Operating Results for the Seven Month Period Ended July 31, 1986;
(iv) The trial period for the Odor and Bacteria Control System has expired; the unit has performed satisfactorily, therefore the sum of $2,104.69. will be expended to purchase the system;
(v) The Committee agreed that the contact person for any convention booked into the Centre should have the opportunity to peruse a list of potential "assistance" organizations and be given the option of refusing to have his or her name given out;

(vi) All chairs in the Centre have been "Ganged" in accordance with Fire Department regulations and at a cost of approximately $2,000. removal of burrs was carried out;

(vii) The hiring process for the opening of the MacNab Arms Restaurant is well underway.

4.3.1 Hamilton Convention Centre Minutes of June 27, 1986

MOVED by Mr. Yates, seconded by Alderman Wheeler that

THE HAMILTON CONVENTION CENTRE MINUTES OF JUNE 27, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

4.4 Audit & Finance Committee Ninth Report

MOVED by Mr. McFarland, seconded by Dr. Bart that

THE AUDIT & FINANCE COMMITTEE NINTH REPORT BE APPROVED AND ENDORSES THE FOLLOWING RECOMMENDATIONS:

THAT THE TIMETABLE (AS DOCUMENTED IN THE REPORT) FOR THE PREPARATION AND REVIEW OF THE 1987 OPERATING BUDGET ESTIMATES BE APPROVED;

Note: City Council, at its August 26, 1986 meeting, approved a timetable for the preparation and review of the 1987 Operating Budget estimates. In order to meet their timetable, HECFI's budget process must be completed no later than November 28, 1986 in order to allow the City's Executive Committee to review HECFI's budget estimates on December 4, 1986.

THAT THE TIMETABLE (AS DOCUMENTED IN THE REPORT) FOR THE PREPARATION AND REVIEW OF THE 1987 - 1991 CAPITAL BUDGET BE APPROVED.

Note: City Council, at its August 26, 1986 meeting, approved a timetable for the preparation and review of the 1987 - 1991 Capital Budget. Included in the timetable is a requirement that the City's Executive Committee review the Capital Projects of City Departments and Local Boards during the month of October. In order for HECFI to meet with this requirement, the proposed timetable should be accepted.

THAT THE AUTOMATED FACILITIES MANAGEMENT COMPUTER SYSTEM FOR HECFI IN THE AMOUNT OF $83,000. AS PROVIDED FOR IN THE 1986 PORTION OF THE 1986 - 1990 CAPITAL BUDGET BE PROCEEDED WITH;

THAT THE CITY'S EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL THE METHOD OF FINANCING;

THAT THE PROJECT BE ADMINISTERED BY A STEERING COMMITTEE OF SENIOR REPRESENTATIVES OF HECFI AND THE CITY;

THAT MR. J. LEUSER (HECFI), MR. W. PENFOLD (HECFI), MR. F. BOGDEN (HECFI) AND A REPRESENTATIVE OF THE CULTURE AND RECREATION DEPARTMENT BE APPOINTED AS MEMBERS OF THIS (USER) COMMITTEE; AND

THAT THE COMMITTEE CONSULT WITH THE CITY'S DIRECTOR OF SYSTEMS FOR HIS TECHNICAL ASSISTANCE.

THAT HAMILTON PLACE AMEND ITS ACCOUNTING POLICIES BY DISCONTINUING THE USE OF THE RESERVE ACCOUNTS FOR PIANO REPLACEMENT AND UNIFORM REPLACEMENT AND THAT THE JULY 31, 1986 BALANCES FOR THESE TWO ACCOUNTS BE CLOSED OUT TO HAMILTON PLACE'S 1986 OPERATING BUDGET.

THAT THE REQUEST OF THE PARKS AND RECREATION COMMITTEE TO USE THE SPECIAL EVENT SUBSIDY FUND RELATIVE TO WINTERFEST 1987 BE DENIED AND THE EXECUTIVE COMMITTEE CONSIDER AN ALTERNATE SOURCE OF FUNDING THIS REQUEST.

THAT THE NET COST ESTIMATE OF $9,485. FOR ADVANCED TRAINING COURSES FOR THE HONEYWELL D5200 BUILDING AUTOMATION SYSTEM - CENTRAL UTILITIES PLANT BE FINANCED BY AN OVERDRAFT TO ACCOUNT NUMBER 0360-6094.

THAT THE TENDER SUBMITTED BY CIPOLLA'S SERVICES LTD. IN THE TOTAL AMOUNT OF $3,589. PER MONTH FOR ELECTRICAL SERVICE AND MAINTENANCE OF EQUIPMENT IN BUILDINGS SERVICED BY THE CENTRAL UTILITIES PLANT, I.E. CITY HALL, LIBRARY, MARKET, HAMILTON PLACE, HAMILTON CONVENTION CENTRE, PARKING GARAGE AND THE C.U.P. ITSELF BE ACCEPTED; AND

THE NEW MONTHLY RATE AS STIPULATED IN THE VENDOR'S TENDER BECOMES EFFECTIVE COMMENCING 1986 JULY 1.

Note: Lowest of three (3) tenders received. This equipment shall end on 1988 November 30 with the option in favour of HECFI to renew the contract for two additional one year terms at the rates specified in the vendor's tender.

THAT THE QUOTATION FROM CAMELOT DRAPERY OF BURLINGTON, ONTARIO, IN THE TOTAL AMOUNT OF $16,305.94. FOR ALL MATERIAL AND EQUIPMENT RELATED TO THE REQUEST FOR A STAGE BACKDROP FOR COPPS COLISEUM, NOT INCLUDING INSTALLATION, BE APPROVED; AND

THAT THE SUM OF THREE THOUSAND ($3,000.) BE APPROVED FOR INSTALLATION; AND

THAT THE TOTAL COST OF THIS PROJECT BE CHARGED TO WORK IN PROGRESS ACCOUNT NUMBER 0408-U32779.

THAT THE QUOTATION SUBMITTED BY HUSSEY SEATING COMPANY CANADA LTD. DATED AUGUST 11, 1986 IN THE TOTAL AMOUNT OF $19,592.52. FOR WORK NECESSARY TO MODIFY TWO (2) CORNER MOVABLE SEATING PLATFORMS BE ACCEPTED; AND

THAT HUSSEY SEATING COMPANY LTD. BE AUTHORIZED TO PROCEED WITH THIS WORK COMMENCING SEPTEMBER 15, 1986; AND

THAT THE TOTAL COST OF THIS PROJECT BE CHARGED TO WORK IN PROGRESS ACCOUNT NUMBER 0408-U32777.

Note: Although approximately ninety-three seats will be lost from the seating manifest, a permanent corridor will be created allowing direct access from the arena seating area to future concessions/beverage areas resulting in a net increase to total revenues.

THAT THE CONTRACT FOR THE REFURBISHING AND INSULATING OF THE STUDIO THEATRE FLOOR AT HAMILTON PLACE BE AWARDED TO RUFFELL CONSTRUCTION AND TREVOR GARWOOD-JONES AND THAT THE HAMILTON PLACE CAPITAL IMPROVEMENT FUND BE DESIGNATED THE SOURCE OF FUNDING FOR THE PROJECT.

Note: Lowest of two (2) proposals received.

THAT THE HECFI BOARD APPROVE HAVING A DELEGATION FROM THE AUDIT/FINANCE COMMITTEE APPEAR BEFORE THE EXECUTIVE COMMITTEE TO EXPLAIN:

(i) THE HISTORY OF THE HAMILTON PLACE CAPITAL IMPROVEMENT FUND; AND

(ii) THE PAST UNDERSTANDING OF THE ADMINISTRATION OF THIS FUND; AND

THE FUND CONTINUE TO BE ADMINISTERED BY THE HECFI BOARD.

THAT THE FOLLOWING CAPITAL PROJECTS BE FORWARDED TO THE CITY'S EXECUTIVE COMMITTEE FOR APPROVAL AND THE EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL THE METHOD OF FINANCING. (THE PROJECTS ARE PROVIDED FOR IN THE 1986 PORTION OF THE 1986 - 1990 CAPITAL BUDGET FOR THE HAMILTON CONVENTION CENTRE):

DANCE FLOOR	$36,750.
REFRIGERATION UNIT	$12,000.
ODOR AND BACTERIA CONTROL UNIT	$ 2,500.
	$51,250.

THAT THE SIGNING OFFICERS FOR CHEQUES ISSUED BY THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE HEREBY AUTHORIZED AS REQUIRING SIGNATURES FROM TWO (2) OF THE MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER, THE DIRECTOR OF FINANCE AND ADMINISTRATION, THE COMPTROLLER AND THE ACCOUNTING SUPERVISOR OR ONE OF THE ABOVE, AND ONE OF THE CHAIRMAN OF THE BOARD OF DIRECTORS, THE VICE-CHAIRMAN OF THE BOARD OF DIRECTORS, THE SECOND VICE-CHAIRMAN OF THE BOARD OF DIRECTORS, THE DIRECTORS OF MARKETING, HAMILTON CONVENTION CENTRE, HAMILTON PLACE AND COPPS COLISEUM, THE ASSISTANT DIRECTOR OF HAMILTON PLACE, THE EVENTS PLANNING MANAGER OF COPPS COLISEUM AND THE OPERATIONS MANAGER OF THE HAMILTON CONVENTION CENTRE.

Note: The only revision is the addition of the Accounting Supervisor to provide flexibility in covering event settlements during peak activity periods.

MOTION CARRIED.

The following items were received for information:

(i) The Consolidated Unaudited Operating Results of HECFI for the seven month period ended July 31, 1986;
(ii) The Unaudited Operating Results of the Central Utilities Plant for the seven month period ended July 31, 1986;
(iii) Budget reallocations (as documented) were approved for the Corporate Department.

4.4.1 Audit & Finance Committee Minutes of July 2, 1986

MOVED by Mr. McFarland, seconded by Dr. Bart that

THE AUDIT & FINANCE COMMITTEE MINUTES OF JULY 2, 1986 BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. Report by Director of Marketing

Alderman Murray initiated discussion of the Marketing Report by stating that it could not be adequately discussed because it had not been circulated with the agenda package and requested that the report be tabled until the next meeting. Alderman Hinkley pointed out that the Director of Marketing has been heavily committed to various activities including travel outside the country but that in response to pressure from management to present a report, it is being circulated at the meeting. In response to Alderman Wheeler's query respecting any critical areas of the report, Mr. Bogden advised that HECFI's relationship with the Regional Visitors and Convention Bureau is in need of clarification because HECFI is constantly being requested to become involved in areas other than those that the HECFI mandate dictates. Mrs. Gowland requested that it be noted that McMaster University always provides a convention listing to the Region (fourth paragraph, page two, of the Marketing Report).

Alderman Murray opened discussion respecting HECFI's involvement in the promotion of the Football Hall of Fame. A formal request will be forwarded from the Executive Committee. Mr. Conacher stated that to date, a complete job has not as yet been done for HECFI and that a priority for HECFI is to develop the Marketing Department to its potential with the Director of Marketing concentrating on event negotiations and administrative responsibilities; further, that before additional obligations/tasks are assumed, HECFI's needs must be met. Alderman Hinkley stressed that the request by the Football Hall of Fame could be considered at a later date and

be met. Alderman Hinkley stressed that the request by the Football Hall of Fame could be considered at a later date and it was

MOVED by Alderman Hinkley, seconded by Alderman Wheeler that

THE REQUEST BY THE EXECUTIVE COMMITTEE WITH RESPECT TO HECFI'S COMMENTS AND INPUT ON WAYS AND MEANS TO ASSIST WITH THE PROMOTION OF THE FOOTBALL HALL OF FAME BE TABLED FOR NINETY (90) DAYS.

MOTION CARRIED.

6. New Business

6.1 Capital Project - Equipment Requirement for Box Office Telephone/Mail Order Department

The Director of Finance & Administration's September 8, 1986 memorandum was reviewed and it was

MOVED by Mr. McFarland, seconded by Dr. Bart that

APPROVAL BE GRANTED TO PROCEED WITH THE CAPITAL PROJECT -EQUIPMENT FOR THE BOX OFFICE TELEPHONE/MAIL ORDER DEPARTMENT IN THE AMOUNT OF $60,000. AND THAT THE CITY'S EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL THE METHOD OF FINANCING.

MOTION CARRIED.

7. Other Business

Nil

8. Adjournment

MOVED by Alderman Wheeler, seconded by Dr. Bart that

THE MEETING ADJOURN AT 11:40 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

_____
David Braley, Chairman

_____
Patricia Bennett, Secretary

Attachment 4.1

Copps Coliseum Committee Seventh Report

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/526-4450

REPORT TO THE HECFI BOARD OF DIRECTORS FROM THE COPPS COLISEUM COMMITTEE MEETING OF SEPTEMBER 29, 1986

1986 October 6

The Copps Coliseum Committee presents its **SEVENTH** Report and respectfully recommends the following:

1. Exterior Signage

That the report entitled Copps Coliseum - Exterior Signage Additions and Revisions - Award of Contract as submitted by the Director of Copps Coliseum, be approved.

NOTE: The report is attached.

2. Capital Budget for 1987-1991

a) C.U.P. - Flow Meter System - Heating and Cooling Water Systems

b) C.U.P. - Replacement of Cooling Water Tower Media

c) C.U.P. - Replacement of D. C. Batteries

d) City Hall - Addition of City Hall to C.U.P. Building Automation System

e) Replacement of Motor Control Centre (MCC) Panels

f) Replacement of Boiler Stacks

g) Replacement of Transfer Switches

h) Teardown/Overhaul of Centravacs - C.U.P., City Hall, and Public Library

i) Additional 13.8 KV Power Supply for Hamilton Place

j) Convert Mechanical Trip Breakers to Statis (Electronic) Trip

k) Replace/Modify, Supply and Return Air Fan System Dampers

... Continued /2

l) Improvements to Home Team Dressing Room

m) Drinking Fountains - Rink Level

n) Improvements Required for Occupation of Retail/Mall Area

o) The Conversion of Domestic Hot Water Generation System

p) Glycol Storage Tank

q) Provision of Sun Screen, West Elevation Windows

r) Plywood for Concert Floor Covering

s) Implementation of Night Set-Back Control System

t) Replacement of Concrete Rink Slab and Refrigeration Piping.

The following are for information only:

1. Booking Confirmations

That the booking confirmations as submitted, be received for information.

NOTE: Documentation is attached.

2. One Millionth Person:Copps Coliseum

That the report entitled Update - One Millionth Visitor - Copps Coliseum as submitted by the Director of Marketing, be received for information.

NOTE: The report is attached.

3. Consolidated Unaudited Operating Results for Copps Coliseum for the Eight Month Period Ended August 31, 1986

That the Consolidated Uanudited Operating Results for Copps Coliseum for the Eight Month Period Ended August 31, 1986, be approved.

4. Unaudited Operating Results for The Central Utilities Plant for the Eight Month Period Ended August 31, 1986

That the Unaudited Operating Results for The Central Utilities Plant for the Eight Month Period Ended August 31, 1986, be approved.

... Continued 3

5. Report By the Director of Copps Coliseum

That the report as submitted by the Director of Copps Coliseum, be received for information.

NOTE: The report is attached.

6. Date of Next Meeting

The date of the next Copps Coliseum Committee will be held Monday, October 27, 1986 at 11:00 o'clock a.m. in the Copps Coliseum Board Room.

The Chairman advised that there appears to be a problem with the Copps Coliseum Committee standing meeting date and the committee members should check their calendars to choose another time or even an alternative date that agrees with all.

Respectfully submitted,

T. Murray

Alderman T. Murray, Chairman

Leslee Stewart

Leslee Stewart, Secretary

Copps
Coliseum
101 York Boulevard
Hamilton, Ontario
Canada L8R 3L
Tel: 416/526-4445

COPPS COLISEUM

BOOKING CONFIRMATION

ISSUE DATE: SEPT. 4/86.

EVENT	:	"Barbara Mandrell" Concert
EVENT DATE	:	Friday, October 10, 1986.
EVENT TIME	:	8:00 p.m.
TICKET PRICES	:	$19.50/ $17.50 -taxable event
PROMOTER/CONTACT	:	Rick Turkstra Blue Live Entertainment 19 Hess Street South Hamilton, Ontario L8P 3M7 527-0552
EVENT ANNOUNCEMENT	:	Friday, September 5, 1986
TICKETS ON SALE	:	Saturday, September 6, 1986
TICKET MANIFEST	:	$19.50 - all front of stage seats; ie., all floor seats, sections 107 to 123, sections 209 to 229 $17.50 - all side and rear stage seats; ie., sections 101 to 106, 124 to 128, 201 to 208, and 230 to 236 Please make the following seats "unavailable" - all side and rear stage seats until all front of stage seats are sold and only to be released by promoter - all upper tier front of stage seats until all lower tier front of stage seats and floor seats are sold - the first 8 rows of sections 101 to 106 and 124 to 128 - for sight line purpose if side and rear stage seats are sold

. . ./2

COMMENTS

: Standard concert selling plan - ie. 8 floor sections with center rear out.

: If selling side-stage and rear-stage seats then the selling plan should be:

1. lower tier sides
2. lower tier rear
3. upper tier sides
4. upper tier rear

: Please hold 300 seats for possible promoter's use - no FL 8

: Credit card sales accepted

: No limit

: Ticket Header is to read:

Barbara Mandrell Concert
presented by
Blue Live Entertainment
Copps Coliseum
Fri. Oct. 10th, 1986 8:00 p.m.

CIRCULATION

: City Council
: HECFI Board of Directors
: B. Conacher, Managing Director/Chief Executive Officer, HECFI
: F. Bogden, Director of Marketing, HECFI
: J. Crane, Director, Copps Coliseum
: T. Burrows, Director, Hamilton Place
: B. Penfold, Director, Hamilton Convention Centre
: J. Leuser, Director, Finance & Administration, HECFI
: R. DiFilippo, Comptroller, HECFI
: B. Calder, Manager, Plant and Building Operations Copps Coliseum
: J. Elder, Events Manager, Copps Coliseum
: N. Marshall, Public Relations/Promotions Consultant
: C. Spencer, Box Office Manager, HECFI
: C. Sisco, BASS Representative
: L. Stewart, Secretary, Copps Coliseum
: B. Fletcher, Security Supervisor
: Security
: Reception

: Rick Turkstra, Blue Live Entertainment

Copps Coliseum
Victoria Copps
Trade Centre/Arena

COPPS COLISEUM

BOOKING CONFIRMATION

ISSUE DATE: SEPT.10/86

EVENT	:	"SOVIET STARS ON ICE" - skate show featuring The Kiev Ice Revue from Russia
EVENT DATE	:	Saturday, October 18, 1986
EVENT TIME	:	8:00 p.m. (possible 2:00 p.m. add-on)
TICKET PRICES	:	$15.50/ $14.00 - Non-taxable Event
PROMOTER/CONTACT	:	Jim Skarratt Skarrat Promotions Inc. 19 Hess Street South Hamilton, Ontario L8P 3M7 527-0552
EVENT ANNOUNCEMENT	:	Monday, September 15th, 1986
TICKETS ON SALE	:	Monday, September 15th, 1986
TICKET MANIFEST	:	$15.50 - all lower tier seats - all upper tier seats, except sections 215 to 223 $14.00 - sections 215 to 223 inclusive
	:	Please make the following seats "unavailable" lower tier : sections 101 to 105 sections 125 to 128 upper tier : sections 201 to 207 sections 231 to 236
	:	hockey selling plan

. . ./2

COMMENTS : House seats apply

: Please hold 500 seats for possible promoter's use

: Credit card sales accepted

: No limit

: Ticket header is to read:

SOVIET STARS ON ICE
Copps Coliseum
Sat. Oct. 18 1986, 8:00 p.m.

CIRCULATION : City Council
: HECFI Board of Directors
: B. Conacher, Managing Director/Chief Executive Officer HECFI
: F. Bogden, Director of Marketing, HECFI
: J. Crane, Director, Copps Coliseum
: T. Burrows, Director, Hamilton Place
: B. Penfold, Director, Hamilton Convention Centre
: J. Leuser, Director, Finance & Administration, HECFI
: R. DiFilippo, Comptroller, HECFI
: B. Calder, Manager, Plant and Building Operations, Copps Coliseum
: J. Elder, Events Manager, Copps Coliseum
: N. Marshall, Public Relations/Promotions Consultant, Copps Coliseum
: C. Spencer, Box Office Manager, HECFI
: C. Sisco, BASS Representative
: L. Stewart, Secretary, Copps Coliseum Committee
: B. Fletcher, Security Supervisor
: Security
: Reception

: Rick Turkstra

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel: 416/526-4450

COPPS COLISEUM

BOOKING CONFIRMATION

DATE OF ISSUE: MAY 21/86.

EVENT : NBA Basketball (preseason exhibition)

EVENT FEATURES : New York Knicks vs Detroit Pistons

EVENT DATE : Sunday, October 26th, 1986

EVENT TIME : 4:00 p.m.

KET PRICE(S) : $20.00, $15.00, $10.00, $5.00

ROMOTER/CONTACT : Mr. Norman J. Freedman,
Ontario Pro Basketball Ltd.,
390 Bay Street, Suite 1200,
Toronto, Ontario.
M5H 2Y2
(416) 363-8364

EVENT ANNOUNCEMENT : Thursday, May 22nd, 1986

TICKETS ON SALE :

- Advance mail orders are accepted at the promoter's office commencing Thursday, May 22nd, 1986. Advance mail order forms are available at Copps Coliseum Box Office or by contacting the promoter's office.

- Tickets available to general public on Tuesday, September 23rd, 1986, through Copps Coliseum and Hamilton Place Box Offices and area BASS outlets.

CIRCULATION :
: B. Conacher, Managing Director/Chief Executive Officer, HECFI
: F. Bogden, Director of Marketing, HECFI
: J. Crane, Director, Copps Coliseum
: T. Burrows, Director, Hamilton Place
: B. Penfold, Director, Hamilton Convention Centre
: J. Leuser, Director Finance & Administration, HECFI
: R. DiFillipo, Comptroller, HECFI
: J. Elder, Director Event Planning/Operations, Copps Coliseum
: B. Calder, Director Physical Plant, Copps Coliseum
: C. Spencer, Box Office Manager, HECFI
: C. Sisco, BASS Representative
: N. Marshall, Public Relations/Promotions Consultant
: L. Stewart, Copps Coliseum
: Reception

: Norm J. Freedman - Promoter

Copps Coliseum
Victor K. Copps
Trade Centre Arena

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4
Tel 416/525-4500

COPPS COLISEUM

BOOKING CONFIRMATION

ISSUE DATE: MAY 26/86

EVENT : Hamilton International Auto Show

EVENT DESCRIPTION : New car show.

EXPECTED ATTENDANCE : 30,000 overall.

EVENT DATE :

Thursday, October 30th, 1986	12:00 Noon til 10:00 p.m.
Friday, October 31st, 1986	12:00 Noon til 10:00 p.m.
Saturday, November 1st, 1986	10:00 a.m. til 10:00 p.m.
Sunday, November 2nd, 1986	10:00 a.m. til 6:00 p.m.

TICKET PRICE(S) : $5.00 - Adult
$3.00 - Senior and Children up to 18 years of age

PROMOTER/CONTACT : Alex Shedden,
Hamilton International Auto Show,
302-10 Woodman Drive South,
Hamilton, Ontario. L8K 4E1
(416) 560-1845

EVENT ANNOUNCEMENT : September, 1986.

TICKETS ON SALE : No pre-sale.

TICKET MANIFEST : General Admission

No credit card sales.

Ticket header is to read:

HAMILTON INT. AUTO SHOW
COPPS COLISEUM
DATE TIME

CIRCULATION :
: B. Conacher, Managing Director/Chief Executive Officer, HECFI
: F. Bogden, Director of Marketing, HECFI
: J. Crane, Director, Copps Coliseum
: T. Burrows, Director, Hamilton Place
: B. Penfold, Director, Hamilton Convention Centre
: J. Leuser, Director Finance & Administration, HECFI
: R. DiFillipo, Comptroller, HECFI
: B. Calder, Director, Physical Plant, Copps Coliseum
: J. Elder, Director Event Planning/Operations, Copps Coliseum
: N. Marshall, Public Relations/Promotions Consultant
: C. Spencer, Box Office Manager, HECFI
: C. Sisco, BASS Representative
: Reception
: L. Stewart, Copps Coliseum
: Alex Shedden, Hamilton Int. Auto Show

Hamilton
Entertainment
and Convention
Facilities Inc.

FROM Fred Bogden, Director of Marketing, HECFI DATE Sept. 15/86

[xx] FOR INFORMATION

TO: COPPS COLISEUM COMMITTEE [ ] FOR ACTION

UPDATE - One Millionth Visitor - Copps Coliseum

While in Montreal on September 9th, 1986, I met with the Public Relations Officer for Canada, Alitalia Airlines, who confirmed verbally that Alitalia would provide complimentary travel in conjunction with our One Millionth Visitor activities.

I am currently awaiting her written details of this confirmation and thereafter, will co-ordinate Hamilton area activities for this event at which time further details will be provided to the Committee.

Respectfully submitted,

Fred Bogden,
Director of Marketing, HECFI.

Copps Coliseum
Victor K. Copps
Trade Centre Arena

101 York Boulevard
Hamilton Ontario
Canada L8R 3L4

Tel. 416/526-[illegible]0

1986 September 22

REPORT BY THE DIRECTOR OF COPPS COLISEUM

6.1 Events

The Torvill and Dean Show took place at the Coliseum on Sunday, September 14 at 8:00 p.m. Approximately 9,200 paid to see the show which was somewhat disappointing, however, it was a great evening of entertainment and from the feedback we received, it was considered an excellent event. The promoter did indicate that he probably scheduled the show into Copps Coliseum much sooner than he should have, but that was the only date he had available to him this time around.

The Hamilton Steelhawks played four of their pre-season games at Copps Coliseum and won all four of them. The Steelhawks have a much improved team from last year mainly due to some good young draft choices in their line-up. You can expect the Steelhawks to play a very exciting brand of hockey this season which hopefully, will bring more fans into the Coliseum.

The Director is presently preparing the facility for the upcoming NHL hockey game between the Boston Bruins and the Washington Capitals. We expect an almost sell-out crowd for this event which should showcase our building for many more events of this kind. Some of the people we expect to attend this hockey game are NHL scouts, General Managers from other teams which will have a positive impact.

6.2 Technical and Engineering

The large 30' logo to be placed on the north west mechanical tower is the only component of the initial exterior signage which remains to be completed. Completion is expected by the end of October 1986.

Tenders have been received and a recommendation brought forward by the Director to relocate the existing main entrance sign to the exterior north elevation, and put in its place the same signage which currently exists on the east entrance.

... Continued /2

Tenders have been received and a recommendation brought forward by the Director to put in place a free-standing illuminated box office identification sign to be located on the south west corner of the building adjacent to the box office.

Tenders have been received for the exterior electronic three-sided message centre and are now being evaluated with the intention of bringing a recommendation forward to the next meeting of the Copps Coliseum Committee.

A contract has been awarded to Jackson's Display Signs for the remainder of the interior signage. Forming part of this package is the box office signage, ie. movable message board, box office hours signage, door lettering and disclaimer signage. Completion is expected by the end of October 1986.

6.3 Hamilton Place

The piping revisions which will provide for the use of the gas heating units as primary fuel for the Central Utilities Plant is being carried out by J. J. Mechanical and will be completed prior to the October 1st deadline.

The tie-in of the Computerized Control System from Hamilton Place to the Central Utilities Plant and Copps Coliseum is being carried out by Honeywell Limited and is progressing on schedule with an expected completion date by the end of November.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

Copps Coliseum
Victor K. Copps
Trade Centre/Arena

Attachment 4.1
Exterior
Signage

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L5
Tel 416/526-4450

MEMORANDUM

FOR ACTION: [X] **FOR INFORMATION:** [ ]

TO: Copps Coliseum Committee, Attn. Ms. L. Stewart, Secretary
Audit and Finance Committee, Attn. Mrs. J. Mills, Secretary

COPIES TO: Mr. Brian Conacher
Mr. John Leuser

FROM: Mr. John T. Crane
Director
Copps Coliseum

DATE: 1986 September 23

SUBJECT: COPPS COLISEUM - Exterior Signage Additions and Revisions - Award of Contract

RECOMMENDATION:

That 1) The quotation submitted by Jones Neon Displays Ltd., Burlington, Ontario, in the total amount of $13,288.00 for the supply and installation of additional exterior signage at Copps Coliseum be accepted.

2) The Audit and Finance Committee recommend the method of financing.

NOTE: Lowest of three (3) quotations submitted.

M E M O R A N D U M from

COPPS COLISEUM

BACKGROUND:

In response to a Request for Quotations issued by the Director of Purchasing, three quotations were received for additional exterior signage at Copps Coliseum. Attached please find Quotation Analysis dated 1986 September 19.

This exterior signage programme consists of three packages which are described below;

A) Bay Street entrance - remove existing signage and relocate to north elevation.

B) Bay Street entrance - supply and install identification signage to match that currently existing over east concourse entrance doors.

C) Box Office - supply and install free-standing illuminated sign to identify location of Box Office.

Jones Neon Displays Ltd., the original supplier of the exterior signage is the low bidder on all three packages. However, Jones Neon have qualified their bid on Package C so that their price does not include work necessary to excavate, pour foundation and provide other work related to the installation. In essence, their price is for the supply only of the sign and pedestal.

The next lowest bidder on Package C is Claude Neon Ltd. Their bid is $3,756.89 higher than that submitted by Jones Neon.

I believe that the necessary installation work could be undertaken by Copps Coliseum forces for less than the difference between these two bids. Hence, I am recommending that Jones Neon Displays Ltd. be awarded the contract for all three packages forming this Request for Quotations.

Sufficient funds are contained within Account No. 0408-U32775 Exterior Signage, Additions/Revisions for this work.

Respectfully submitted,

John T. Crane
Director
Copps Coliseum

attchm.

QUOTATION ANALYSIS - SEPTEMBER 19, 1986

EXTERIOR ~~ELECTRONIC FULL MATRIX~~ SIGN, COPPS COLISEUM

	PACKAGE A		PACKAGE B	PACKAGE C
Jones Neon Displays Limited Burlington, Ontario	$ 943 ✓		$ 8,577 ✓	$ 3,768 (Qualified)
Claude Neon Ltd. Scarborough, Ontario	$2,260.71	or Lease	$ 9,535 303.95/Month	$ 7,524.89 239.79/Month
Steel Art Signs Ltd. Markham, Ontario	$2,350		$12,408	$10,776

UNABLE TO BID - Cummings Signs of Canada Ltd.
Daktronics

A — 743 ~~$~~
B — 8,577 ~~$~~
$7520 → $15,000

C — $3,768 (qualified)

Attachment 4.1.1

Copps Coliseum Committee Minutes of August 25, 1986

COPPS COLISEUM COMMITTEE

Monday, August 25, 1986
11:00 o'clock a.m.
Copps Coliseum Board Room

PRESENT: Alderman T. Murray, Chairman
Mr. D. Beattie, Vice-Chairman
Mr. W. McFarland

ALSO PRESENT: Mr. J. Crane
Mr. J. Leuser
Mr. B. Penfold
Mr. F. Bogden
Ms. L. Stewart, Secretary

REGRETS: Alderman J. Gallagher
Mr. T. Casey

The Chairman called the meeting to order at 11:55 a.m.

In Camera Session

MOVED by Mr. Beattie, seconded by Mr. McFarland that

THE COPPS COLISEUM COMMITTEE MEET IN CAMERA ON THE FOLLOWING ITEMS.

MOTION CARRIED.

The following motions were carried during the In Camera Session:

THE IN CAMERA MINUTES OF JULY 28, 1986 BE APPROVED.

THE RECOMMENDATION ENTITLED SURVEY OF CONCESSIONS AS SUBMITTED BY THE DIRECTOR OF HAMILTON CONVENTION CENTRE, BE APPROVED.

THE REPORT ENTITLED GLYCOL LEAK - ARENA PIPING SYSTEM AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

THE DIRECTOR OF COPPS COLISEUM BE AUTHORIZED TO WORK WITH THE ARCHITECTS AND CONTRACTORS WITH REGARD TO THE GLYCOL LEAK, AND THAT THE DIRECTOR OF COPPS COLISEUM UPDATE THE COPPS COLISEUM COMMITTEE ON HIS DEALINGS.

THE REPORT ENTITLED STATUS REPORT ON CONFIRMED EVENTS AND TENTATIVE HOLD AT COPPS COLISEUM - SEPTEMBER TO DECEMBER 1986, AS SUBMITTED BY THE DIRECTOR OF MARKETING, BE RECEIVED FOR INFORMATION.

STAFF BE AUTHORIZED TO PREPARE A FEASIBILITY STUDY ON
A) THE NEED FOR A GREEN ROOM,
B) THE LOCATION OF THE GREEN ROOM, AND
C) THE COSTS INVOLVED.

THE IN CAMERA SESSION BE ADJOURNED.

1. Minutes of July 28, 1986

1.2 Motion for Approval

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE MINUTES OF JULY 28, 1986 BE APPROVED.

MOTION CARRIED.

2. Business Arising From The Minutes

2.1 One Millionth Person:Copps Coliseum

The Director of Marketing advised the committee that the one millionth visitor to Copps Coliseum may be attained by April of 1987. The Director of Marketing further advised that with regard to the details concerning the one millionth person winning a trip to Italy, he is awaiting a response from one individual concerning travel arrangements.

2.2 Booking Confirmation

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE BOOKING CONFIRMATION BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

3. Capital Requests

3.1 Modifications to Corner Movable Seating Platforms

MOVED by Mr. Beattie, seconded by Mr. McFarland that

THE QUOTATION SUBMITTED BY HUSSEY SEATING COMPANY CANADA LTD. DATED 1986 AUGUST 11, IN THE TOTAL AMOUNT OF $19,592.52 FOR WORK NECESSARY TO MODIFY TWO (2) CORNER MOVABLE SEATING PLATFORMS IN COPPS COLISEUM BE ACCEPTED, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING, AND THAT HUSSEY SEATING COMPANY CANADA LTD. BE AUTHORIZED TO PROCEED WITH THIS WORK COMMENCING 1986 SEPTEMBER 15.

MOTION CARRIED.

3.2 Award of Electrical Maintenance Contract for Buildings serviced by The Central Utilities Plant

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE TENDER SUBMITTED BY CIPOLLA'S SERVICES LTD. IN THE TOTAL AMOUNT OF $3,589.00 PER MONTH FOR ELECTRICAL SERVICE AND MAINTENANCE OF EQUIPMENT IN BUILDINGS SERVICED BY THE CENTRAL UTILITIES PLANT, IE. CITY HALL, LIBRARY, MARKET, HAMILTON PLACE, HAMILTON CONVENTION CENTRE, PARKING GARAGE AND THE C.U.P. ITSELF BE ACCEPTED, AND THAT THE NEW MONTHLY RATE AS STIPULATED IN THE VENDOR'S TENDER BECOMES EFFECTIVE COMMENCING 1986 JULY 1.

MOTION CARRIED.

3.3 Advanced Training Courses for the Honeywell D5200 Building Automation System

MOVED by Mr. Beattie, seconded by Mr. McFarland that

AN APPROPRIATION OF $20,000.00 BE ESTABLISHED TO FUND ADVANCED TRAINING COURSES FOR FACILITIES PERSONNEL ON THE HONEYWELL D5200 BUILDING AUOTMATION SYSTEM, AND THAT HONEYWELL CONDUCT THESE TRAINING COURSES, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

3.4 Stage Backdrop

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE QUOTATION FROM CAMELOT DRAPERY OF BURLINGTON, ONTARIO, IN THE TOTAL AMOUNT OF $16,305.94 FOR ALL MATERIAL AND EQUIPMENT, NOT INCLUDING INSTALLATION BE APPROVED, AND THAT THE SUM OF $3,000.00 BE APPROVED FOR INSTALLATION, AND THAT THE AUDIT AND FINANCE COMMITTEE RECOMMEND THE METHOD OF FINANCING.

MOTION CARRIED.

4. New Business

4.1 Requests from various organizations re message centre and logos on ice

After considerable discussion regarding the amount of time required to place the message on the ice surface and the amount of time required to remove the message, along with possible damage to the ice surface and the effect on ice quality, it was

MOVED by Mr. McFarland, seconded by Mr. Beattie that

NO MESSAGES OR LOGOS BE PLACED ON THE ICE SURFACE AT COPPS COLISEUM.

MOTION CARRIED.

The committee discussed the requests of various groups to advertise on the ice surface and it was

MOVED by Mr. Beattie, seconded by Mr. McFarland that

ANY CHARITABLE GROUPS INQUIRING ABOUT ADVERTISING THEIR LOGO OR MESSAGE AT COPPS COLISEUM MAY BE ADVISED OF THE ELECTRONIC MESSAGE CENTRE WHICH MAY BE UTILIZED FREE OF CHARGE.

MOTION CARRIED.

4.2 Proposed "Wall of Fame" and "Media Wall of Fame"

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE MINUTES OF THE FIRST MEETING OF THE "WALL OF FAME" ORGANIZATIONAL GROUP BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

It was suggested by the committee that Alderman Gallagher and Mr. Beattie be invited to the September 9, 1986 "Wall of Fame" Organizational Meeting.

4.3 Request from the Board of Education for ice time for 1988 Ontario Federation of School Athletic Association Provincial Championship

MOVED by Mr. McFarland, seconded by Mr. Beattie that

NO ACTION BE TAKEN ON THE REQUEST FOR ICE TIME FROM THE BOARD OF EDUCATION FOR THE 1988 ONTARIO FEDERATION OF SCHOOL ATHLETIC ASSOCIATION PROVINCIAL CHAMPIONSHIP, AND THE BOARD OF EDUCATION SHOULD BE ADVISED THAT COPPS COLISEUM IS AVAILABLE ON A RENTAL BASIS, OR THEIR TOURNAMENT MAY TAKE PLACE ON THE ONE DAY THAT IS RESERVED FOR MINOR HOCKEY PLAYOFFS.

MOTION CARRIED.

4.4 Unaudited Operating Results for Copps Coliseum for the seven month period ended July 31, 1986

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE UNAUDITED OPERATING RESULTS FOR COPPS COLISEUM FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 1986, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

The Director of Finance and Administration mentioned that the Copps Coliseum is continuing to build their budget surplus.

4.5 Unaudited Operating Results for The Central Utilities Plant for the seven month period ended July 31, 1986

MOVED by Mr. Beattie, seconded by Mr. McFarland that

THE UNAUDITED OPERATING RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 1986, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

5. Report by Director of Copps Coliseum

The Director of Copps Coliseum advised the committee that although the cut-off date for scheduled tours is August 29, 1986, no one will be denied a tour of the facility after that date. He further advised that there will no longer be paid tour guides on staff.

MOVED by Mr. McFarland, seconded by Mr. Beattie that

THE REPORT AS SUBMITTED BY THE DIRECTOR OF COPPS COLISEUM, BE RECEIVED FOR INFORMATION.

MOTION CARRIED.

6. Other Business

6.1 Advertising to Bus Tours

Mr. McFarland inquired if the booklets advertising Hamilton for those on bus tours could include the fact that tours are available for those interested in viewing Copps Coliseum and the Hamilton Convention Centre. The Director of Marketing advised that he will contact the various bus tours to advertise that these tours are available.

7. Date of Next Meeting

The date of the next Copps Coliseum Committee will be held Monday, September 22, 1986 at 11:00 a.m. in the Copps Coliseum Board Room.

8. Adjournment

MOVED by Mr. Beattie, seconded by Mr. McFarland that

THE MEETING ADJOURN AT 1:00 P.M.

MOTION CARRIED.

Taken as read and approved.

_____

Alderman T. Murray, Chairman

_____

Leslee Stewart, Secretary

Attachment 4.2

Hamilton Place Committee Seventh Report

HAMILTON PLACE

REPORT OF THE HAMILTON PLACE COMMITTEE

To the HECFI Members of the Board:

The HAMILTON PLACE COMMITTEE presents its SEVENTH REPORT.

The Committee met on September 25, 1986. The following information items and recommendations are forwarded for the Board's consideration.

1) RECOMMENDATION:

The terms of agreement between HECFI and I.A.T.S.E., Local 129 - September 1, 1986 to August 31, 1988 - negotiated by Mr. Burrows and Mr. Conacher with the I.A.T.S.E. Committee, be approved and forwarded to the HECFI Board. It was

MOVED by Alderman Wheeler, seconded by Dr. Bart that

IN CONSIDERATION OF THE RECENT CONTRACT ENTERED INTO WITH I.A.T.S.E., LOCAL 129 FOR COPPS COLISEUM, THE TERM OF THAT AGREEMENT AND THE BOARD'S INSTRUCTION THAT A TWO YEAR AGREEMENT FOR HAMILTON PLACE IS IN THE CORPORATION'S BEST INTERESTS, THE HAMILTON PLACE COMMITTEE RECOMMENDS APPROVAL OF THE NEGOTIATED TERMS WHICH MAINTAIN THE STATUS QUO WITH AN INCREASE IN SCHEDULED RATES OF PAY. THE COMMITTEE FURTHER RECOMMENDS THAT MANAGEMENT GIVE EIGHT MONTHS ADVANCE NOTICE FOR THE BEGINNING OF NEGOTIATION ON THE NEXT CONTRACT.

MOTION CARRIED.

2) RECOMMENDATION: It was

MOVED by Dr. Bart, seconded by Alderman Wheeler that

THE CONTRACT FOR STAGE FLOOR REINFORCEMENT BE AWARDED TO THE LOWEST BIDDER, RUFFELL CONSTRUCTION FOR $18,998 AND THAT THE PERSONNEL HOIST BE AWARDED TO THE LOWEST BIDDER, STEEPLEJACK SERVICES LIMITED FOR $28,400, DESIGNATING THE HAMILTON PLACE CAPITAL IMPROVEMENT SURCHARGE FUND AS THE RECOMMENDED SOURCE OF FUNDS.

MOTION CARRIED.

3) CAPITAL IMPROVEMENT SURCHARGE, HAMILTON PLACE

The Director of Hamilton Place will prepare a Recommendation and Background Material for presentation to the City Executive Committee by a delegation of HECFI Directors at the Executive Committee meeting at 2:00 p.m. on Thursday, October 2, 1986.

RECOMMENDATION ATTACHED.

..... 2

4) CANADIAN INTERNATIONAL ANIMATED FILM FESTIVAL - HAMILTON '86:

INFORMATION:

The City of Hamilton has pledged support in the total amount of $150,000 - $50,000 a year for three years, beginning in 1986 - in "cash and services."

- Ten Thousand Dollars ($10,000) has been paid to CIAF by the City directly.
- Twenty-One Thousand Dollars ($21,000) has been approved for payment from the HECFI Special Events Subsidy Fund - to the Hamilton Place operating account, 1986, for the cost of space rental and front of house staff.
- Nineteen Thousand Dollars ($19,000) remains of the City pledge.
- The cost of equipment and stage labour (including projectionists) is estimated at $21,000.
- Source of funds to complete the City's commitment has yet to be identified.
- RECOMMENDATION:

That no further payments be made directly to the Festival Board.

It was

MOVED by Alderman Wheeler seconded by Mr. Casey that

THE HECFI BOARD BE INFORMED OF HAMILTON PLACE EXPOSURE AND THAT IT BE RECOMMENDED THAT THE $19,000 REMAINING OF THE CITY'S PLEDGE BE HELD IN ESCROW UNTIL FUNDING SOURCES ARE DETERMINED AND HAMILTON PLACE ACTUAL EXPENDITURESON BEHALF OF THE FESTIVAL ARE DOCUMENTED.

MOTION CARRIED.

5) CAPITAL BUDGET SUBMISSION

INFORMATION:

Three Capital Budget items, as presented by the Director and the Director of Finance, were approved by the Hamilton Place Committee

6) PROGRAMMING UPDATE

The Director is projecting Great Hall Net Revenue of no less than $300,000 by December 31, 1986.

A full fall schedule should result in reversing the August 31 short-fall of $35,000.

.... 3

7) SCHOOL PROGRAMMING - ASSISTANT DIRECTOR'S REPORT

A list of the 1986/87 programming for schools in the Studio Theatre was circulated to members of the Committee. Mr. Ellison noted that there would be a total of 89 performances by 14 companies of English and French Theatre, Story Telling, Music, Ballet, Opera, Puppets, Dance and Mime to a potential audience of 25,000 in 250 schools in the City of Hamilton and Wentworth and Halton Counties. He stated that this is a completely unique programme in Canada.

RESPECTFULLY SUBMITTED

David M. Hector, Chairman

Jean Faris, Secretary

October 1, 1986

Hamilton
Entertainment
and Convention
Facilities Inc.

FROM: HECFI BOARD OF DIRECTORS DATE: October 1, 1986

[XX] FOR INFORMATION

TO: Mr. J. J. Schatz [XX] FOR ACTION
Secretary
EXECUTIVE COMMITTEE

SUBJECT: **CAPITAL IMPROVEMENT SURCHARGE, HAMILTON PLACE**

RECOMMENDATION:

THAT THE CAPITAL IMPROVEMENT SURCHARGE, HAMILTON PLACE BE ADMINISTERED AND CONTROLLED BY THE HECFI BOARD AND, THAT THE CITY TREASURER BE ADVISED OF ALL DISBURSEMENTS AUTHORIZED BY THE BOARD.

BACKGROUND:

- At the September 12th, 1986 meeting of the HECFI Board of Directors it was recommended that a delegation comprised of members of the Audit & Finance Committee appear to discuss the administration of a special reserve account : Capital Improvement Surcharge, Hamilton Place.

- This special reserve established by the former Hamilton Performing Arts Corporation, Inc. at it's meeting of October 28, 1982 (minutes attached) was approved for implementation by letter (attached) of confirmation from Mr. J. J. Schatz, Secretary, Finance Committee dated March 10, 1983.

- A letter to Mr. E. C. Matthews, Treasurer and Commissioner of Finance is a summary of previous correspondence, a description of the fund designated for "necessary replacement, improvement, and repair" to Hamilton Place.

- The separate reserve status was confirmed on January 31, 1985 on the recommendation of Mr. Matthews to the Finance Committee dated January 18, 1985.

- The administration and control of this special reserve account previously the responsibility of the Hamilton Place Board, is now the responsibility of Hamilton Entertainment and Convention Facilities which proposes to dedicate the proceeds of this patron surcharge to necessary expenditures for the proper maintenance of the Hamilton Place facilty.

Respectfully submitted,

Thomas Burrows
Director
HAMILTON PLACE THEATRE

Attachments

cc: HECFI Board of Directors
Mr. B. Conacher, Managing Director/CEO
Audit & Finance Committee

Attachment 4.2.1

Hamilton Place Committee Minutes of August 19, 1986

HAMILTON PLACE COMMITTEE MEETING

AUGUST 19, 1986
12 Noon
Hamilton Place Board Room

PRESENT: Mr. D. Hector (Chairman)
Mr. S. Cino (Vice-Chairman)
Mr. T. Casey

ALSO PRESENT: Mr. J. Leuser
Mr. T. Burrows
Mr. R. Ellison
Mrs. J. Faris

REGRETS: Dr. C. Bart

1. CHAIRMAN'S REMARKS

The Chairman brought the meeting to order at 12:10 p.m. and welcomed those present.

2. MINUTES OF JUNE 26, 1986

After review of the minutes of the last Board meeting, it was

MOVED by Mr. Casey, seconded by Mr. Cino

THAT THE MINUTES OF JUNE 26, 1986 BE APPROVED

MOTION CARRIED

3. BUSINESS ARISING FROM THE MINUTES

3.1 Hamilton Place Program Masthead

A draft masthead for the Hamilton Place program was shown to those present. With a few changes, the masthead was approved and a copy of the first program including it will be distributed to the members of the Board of HECFI at their September meeting.

3.1 I.A.T.S.E. & Hamilton Musicians Guild

(a) I.A.T.S.E. Mr. Burrows reported.

The scheduled meeting with the I.A.T.S.E. Committee on Friday, August 15 was postponed by mutual agreement. The next meeting will be August 21, 1986 in the Hamilton Place Board Room. Mr. Burrows and Mr. Conacher are preparing a written response to the proposals presented by I.A.T.S.E. at our last meeting. The results of our discussion will be reported, as previously agreed, to Mr. Braley and Mr. Hector.

(b) Hamilton Musicians Guild

Informal discussions are continuing. The Guild monetary requests on rate increase and pension contribution are modest. Hamilton Place primary concern is to keep the conditions of the contract the same (no standbys or minimum requirements) and to greatly reduce the dollar guarantee ($137,500 over 2 years) of payment for Guild services.

3.3 Personnel Hoist

Discussions between Hamilton Place and the City Department of Purchasing and the one vendor who can customize the lift for the facility's use continue. Mr. Burrows explained that the stage floor has to be reinforced to accommodate the weight of the Hoist. An estimate of the cost is $20,000. It will be necessary to request proposals for this work.

MOVED by Mr. Casey, seconded by Mr. Cino that

REQUEST FOR PROPOSALS FOR REINFORCEMENT OF THE STAGE FLOOR BE PREPARED WITH THE ASSISTANCE OF CITY PURCHASING DEPARTMENT.

MOTION CARRIED

The Committee agreed that this should be treated as a maintenance cost instead of a capital cost and the Committee's recommendation to the Audit and Finance Committe is that we proceed with the purchase of the Hoist and the stage floor reinforcement designating the Capital Improvement Surcharge Reserve as the source for funding. The fund was established for improvements, maintenance and repairs in Hamilton Place.

3.4 NEW FACES '86

Mr. Burrows stated that sales, as previously reported, did not achieve budget projections. SOUTH PACIFIC sold extremely well. Total box office receipts are $143,366. $135,194.14 applies to project revenue and $8,171.86 to the Capital Improvement Surcharge account.

The Director's intention, with respect to NEW FACES is to find the means to continu the program in 1987. We must re-address the schedule of performances. The 1985 schedule was more successful than the 1986 inclusion of Saturday matinees. New funding sources must be developed. We will look into corporate sponsorship in addition to and co-operatively with the Hamilton Spectator if they wish to continue their support. More professionals, under guest artist contracts, will be employed in the selections of popular musicals which require more mature players This, given two years of experience with the young company, need not diminish the community educational thrust of the program and may prove more marketable by widening the range of choices, i.e. MY FAIR LADY, CABARET, THE MUSIC MAN, MAN OF LA MANCHA.

The Innovative Program Reserve support, approved by the HECFI Board, will be be used fully for the 1986 program.

Final expense figures will be available for the September meeting of the Hamilton Place Committee.

We project, at this time, that no rental will be recovered; that NEW FACES '86 and the July/August period will result in no net revenue to the Operating Budget.

..... 3

3.4 NEW FACES '86 (Continued)

There was some discussion regarding the amount to be funded from the Innovative Programming Reserve Fund. It was

MOVED by Mr. Cino, seconded by Mr. Casey

THAT THE CHARGE TO INNOVATIVE PROGRAMMING RESERVE FOR NEW FACES '86 BE LIMITED TO $60,000.

MOTION CARRIED.

3.5 Innovative Programming Policy

Mr. Burrows reported that the draft policy paper on Innovative Programming has been discussed with Chairman Hector and will contain the following suggested points:

Source of Funds: Hamilton Place operating surplus at year end and/or corporate donation for benefit performances.

Allocation of Funds: to management recommended projects if of community educational or innovative commercial presentation - approved by the Hamilton Place Committee for recommendation to the HECFI Board, having first been reviewed by the Audit/Finance Committee.

Distribution of Surplus Funds: When an Innovative Program realizes an operating surplus: first money after expenses will go to Hamilton Place Operating Budget as minimum rent. Thereafter, 50% to operations and 50% to Innovative Programming Reserve.

The draft proposal will be presented at the September meeting following a review by Mr. Conacher and Mr. Leuser.

4. DIRECTOR'S REPORT

4.1 Programming Update

The Director is currently concentrating efforts for revenue producing programming for the last 3 weeks of December. September and October are totally booked, November offers isolated dates for outside promoter rental opportunities. The projected bookings at Copps Coliseum are all family entertainment in the December period which obviates against family entertainment being competitive in Hamilton Place. We will be going for high profile popular artists or a musical

The Rudolf Nureyev Benefit performance, October 28, 1986, discussed at the last meeting, is again under serious consideration. We have negotiated an agreement with Roy Thomson Hall whereby their November benefit performance, sponsored by Cartier, will be a private presentation by invitation only. We can still announce an exclusive public performance in Ontario. The H.P.O. have agreed to proceed and will share 50/50 in profits and/or losses; they will provide the orchestra and co-operatively mount a benefit performance campaign and seek corporate sponsorship. Nureyev will attend a post performance reception.

4.2 Accounts Receivable

Mr. Burrows reported that there has been no response to our correspondence to date with the Honourable John Munro. The Director will follow up this effort with telephone calls to Mr. Zimmerman and to Mr. Munro.

4.2 Accounts Receivable (Continued)

Mr. Leuser reported that there have been a few payments made and the rest are being handed over to Small Claims Court with the exception of the National Congress of Italian Canadians who have requested a meeting with the appropriate Board or Committee. It was not thought necessary that they meet with the Hamilton Place Committee. They can meet with HECFI.

4.3 Ontario Retail Sales Tax

This matter was discussed at the Board Meeting of August 15, 1986 and management was instructed to draft a letter,for Chairman Braley's approval and signature, directed to the Minister of Revenue, with a copy to the Minister of Citizenship and Culture. That matter is in hand. We are waiting, in order to have benefit of other correspondence, for a copy of letters originated at Roy Thomson Hall before completing the draft. Mr. Geoffrey Butler, General Manager of Roy Thomson Hall, has informed us that the Honourable Donald MacDonald has addressed the question for all affected facilities, on behalf of Roy Thomson Hall to the Ontario Provincial Treasurer Robert Nixon. We are awaiting a copy of that letter before completing our draft.

5. UNAUDITED OPERATING RESULTS - HAMILTON PLACE - 7 months to July 31, 1986

Mr. Leuser reviewed the financial statements and noted that Page 12 - The Great Hall Revenue Report Summary - now includes Total Attendance each month and Gross Ticket Sales each month.

After some discussion regarding NEW FACES '86, the consensus was that the series of three musicals should be treated as a single project and that Page 13 should be deleted and Page 12 amended to delete ($28,659) from Promotions and amend the total under Promotions to $69,407. A summary of the whole series will be available in September. It was

MOVED by Mr. Cino, seconded by Mr. Casey that

THE UNAUDITED OPERATING RESULTS - HAMILTON PLACE - to end of July, 1986, BE APPROVED WITH THE ABOVE DELETIONS AND AMENDMENTS.

MOTION CARRIED

6. NEW BUSINESS

7. OTHER BUSINESS

Mr. Ellison noted that the financial statements showed that there were no events in the Studio Theatre in July and assumed this to mean that there was no revenue as the Studio Theatre has seen a great deal activity every day with the Hamilton Place/Theatre Aquarius Summer Theatre School, Junior and Senior classes and rehearsals taking place there as well as in a number of other areas in the building. While these students are not an immediate source of revenue, they will, of course, be revenue potential in the long term as both performers and members of the ticket buying public. As part of this programming, the school will present the Broadway production of SWEET CHARITY.

.....5

7. OTHER BUSINESS (Continued)

Mr. Ellison also referred to the overwhelming success of the Studio Theatre programming in June with the SCIENCE CIRCUS attendance of 20,000 and reported that the Studio Theatre will present a full programme of shows for the 1986/87 season for the 250 schools located in this area. The season promises to be an exciting one as part of our ongoing audience development programming.

8. DATE OF NEXT MEETING

The next Committee meeting will be held on Thursday, September 25 at 8:30 a.m. in the Board Room at Hamilton Place

9. ADJOURNMENT

There being no further business, the Chairman declared the meeting adjourned.

DAVID M. HECTOR, Chairman

Jean Faris, Secretary

Hamilton Convention Centre Committee Seventh Report

HAMILTON CONVENTION CENTRE COMMITTEE REPORT

to the Board of Directors of
Hamilton Entertainment and Convention Facilities Inc.

The Hamilton Convention Centre Committee presents its **SEVENTH REPORT** for 1986 to the Board of Directors and respectfully recommends:

1. That **approval** be given to the **Capital Budget** as outlined in a recommendation presented to the Convention Centre Committee for consideration at its meeting held September 26, 1986, with the **exception of Item 6** for 1987 (Electronic Message Centre). This particular item was deleted at this time in order that its merits could be considered taking into account the other two facilities and its usefulness to them.

   A copy of the recommendation is attached as APPENDIX "A" for the information of Board members.

2. Information Items

   (a) Director's Report for August 1986 - attached as APPENDIX "B".

   (b) Marketing Up-date Report - attached as APPENDIX "C".

   (c) Unaudited Operating Results for the eight-month period ended August 31, 1986 - will be presented to the Board by the Audit and Finance Committee following its meeting to be held September 30, 1986.

   (d) The Committee was informed that a further sum of $584.96 was to be expended to purchase satisfactory carts in place of those obtained on a trial basis - a copy of a supporting memorandum from the Operations Manager to the Director is attached with the recommendation as APPENDIX "D".

   (e) The Committee was informed of the decision to purchase a further refrigeration unit for the total price of $9,604.53 to augment the equipment already in the Centre - a copy of a supporting memorandum from the Operations Manager to the Director is attached with the recommendation as APPENDIX "E".

Respectfully submitted,

Terry E. Yates, Chairman
Hamilton Convention Centre Committee

B. Goddard
Secretary
September 26, 1986

APPENDIX "A"
TO SEVENTH REPORT
OF HCC COMMITTEE

HAMILTON CONVENTION CENTRE

FROM: William J. Penfold, Director DATE: September 22, 1986

Hamilton Convention Centre

FOR ACTION XXX FOR INFORMATION _____

TO: BOARD _____ (OR) Hamilton Convention Centre COMMITTEE XXX

SUBJECT: **CAPITAL EXPENDITURES**

RECOMMENDATION: **for review**

Attached for the Committee's information are Capital Items for 1987. The items are prioritized as follows:-

1.	Kitchen Addition	150,000
1A.	Dishwasher	60,000
2.	Installation of Washroom in VIP Room (No.314)	7,500
3.	Freezer	15,000
4.	Strip Lighting - Wentworth	15,000
5.	Small Equipment Replacement	15,000
6.	Electronic Message Centre (Deleted at Committee meeting)	150,000
7.	Audio-Visual Equipment	25,000
		$437,500

Also attached are the Capital items, 1988-91 as follows:-

1988	Banquet Chairs, Tables, Furniture Replacement	75,000
1989	Carpet Replacement	250,000
1990	Banquet Chairs, Tables, Furniture Replacement	75,000
	Operating and Kitchen Equipment Replacement	45,000
1991	Electronic Equipment Replacement	100,000
		$545,000

The Committee is requested to review the above items at its meeting to be held Friday, September 26, 1986.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg

City of Hamilton
Treasury

7-R-3 PRIORITY :

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Kitchen Addition

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   See attached.

4. (a) PROJECT STARTING DATE July 1987

   (b) PROJECT FINISHING DATE September 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 150,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ _____

   (c) CITY'S COST $ 150,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 150,000	nil
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		nil

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT nil

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Kitchen addition will result in additional client revenues accruing to Corporation.

MEMORANDUM

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: September 10th, 1986

SUBJECT: 1987 Capital Budget - Kitchen Expansion

As you are well aware, our kitchen facilities are limited. The limitations are caused by the size of the kitchen area as well as the equipment, particularily ovens. At the present time we are able to prepare up to 1500 persons for a meal function.

The preparation of a dinner for 1500 persons for example would depend on whether or not there were other functions taking place during the day and the menu selection.

As the facility becomes convention oriented, it has been taxed to its limit on at least two occasions this year.

1. Ontario Liberal Party - March 20th - 23rd
   Although we were requested to serve large numbers for the John Turner Luncheon, we had to limit the number of people to 1500 persons. This was possible because it was the only meal function and the menu selection was suitable for food preparation.

2. Sweet Adelines - April 17th - 20th
   We were requested to serve up to 1600 persons for the dinner. As there were other events, the number had to be reduced to 1360 persons and the menu "tailored" in order to serve the dinner. The overflow were served at the Royal Connaught Hotel.

During the fall of last year we had difficulty servicing local events because of the number of functions and the menu selections. This became very apparent during Festitalia and the serving of four other functions including the Zambuto/Paletta Wedding. It is sometimes necessary to limit the number of dinners to ensure that we can service all functions professionally.

Presently we are facing a very difficult situation with the Progressive Conservative Convention. There is a dinner scheduled for Saturday, September 20th, for 1500 persons. Although there are indications from previous conventions that the numbers may increase, the dinnner will have to be limited to 1500 persons. Fortunately there are no other meal functions at that time and the menu selection is again suitable for food preparation for a large banquet.

If the Convention Centre is going to be a venue for large conventions, I strongly recommend that we undertake a kitchen expansion which would include the purchase of additional equipment and supplies, as well as a larger dishwasher. This would increase our food preparation capacity to 2000 persons. The present area of the kitchen would be expanded towards the Webster Lounge. The estimated cost for the expansion is $150,000.00 plus $60,000.00 for a new dishwasher for a total cost of $210,000.00.

Stephen H. Dockman
Operations Manager

SHD/lp

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Dishwasher

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   The present dishwasher is barely adequate for our current needs. There are occasions when we are unable to clear the dishes and cooking equipment from one function to the other. In order to increase our warewashing capacity, it will be necessary to purchase a larger unit.

4. (a) PROJECT STARTING DATE August, 1987

   (b) PROJECT FINISHING DATE August, 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED N/A

5. (a) GROSS COST OF PROJECT $ 60,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ -

   (c) CITY'S COST $ 60,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 60,000	---
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED nil

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT nil

8. ANNUAL OPERATING COST Same as present dishwasher.

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Convention Centre will be unable to expand.

   Dishes will not be available for functions.

City of Hamilton
Treasury

7-R-7

PRIORITY 2

1987-199· CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

(b) PROJECT NAME Install Washroom in VIP Room (314)

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
See attached

4. (a) PROJECT STARTING DATE July 1, 1987

(b) PROJECT FINISHING DATE July 30, 1987

(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 7,500

(b) SUBSIDIES AND OTHER RECEIPTS $ ---

(c) CITY'S COST $ 7,500

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 7,500	---
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		---

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT ---

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$ nil
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$ nil

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

VIP's will not have the convenience of washrooms in 314, which is the main waiting room for VIP's.

MEMORANDUM

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: September 3rd, 1986

SUBJECT: 1987 Capital Budget
Conversion of Storage Room in Room 314 to a Washroom

As you are aware there are two sets of washrooms on the third floor. One set in the Chedoke Foyer and the second set in the Webster Lounge. When there are functions concurrently happening in Chedoke, Webster and Room 314, particularily when there are host bars in the Foyer and the Lounge, the patrons in Room 314 do not have access to washrooms on the third floor and are subsequently directed to the second floor via the stairwell.

The conversion of the storage room in Room 314 would alleviate the current problem. As well it would provide washroom facilitities for V.I.P.'s that are escorted to Room 314 prior to a function.

The cost of converting the storage room is estimated at $7,500.00.

Stephen H. Dockman
Operations Manager

SHD/lp

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Freezer

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   Presently, there are two freezers in the facility that are normally jam-packed, particularly during the busy season. An additional unit will allow us to purchase in bulk, take advantage of sales, and reduce the need for repetitious ordering.

   The purchase of this unit will help alleviate crowding of existing freezers and increase the efficienty of the kitchen. The unit would be located in the first floor receiving area.

4. (a) PROJECT STARTING DATE May, 1987

   (b) PROJECT FINISHING DATE May, 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED ---

5. (a) GROSS COST OF PROJECT $ 15,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ ---

   (c) CITY'S COST $ 15,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 15,000	---
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED ==========

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT _____

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$ ---
Supplies	---
Light, Heat, Etc.	100
Other	---
TOTAL	$ 100

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Unable to service clients.

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Strip Lighting (Wentworth)

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   The same problem exists in Wentworth Exhibition Hall as it does in Chedoke Hall. When we are operating with incandescent lights only for dinner dances, the perimeter of the room is very dark. The strip lighting will provide lighting of exhibits, food stations, bars and cashiers that are normally positioned on the perimeter of the room.

4. (a) PROJECT STARTING DATE August, 1987

   (b) PROJECT FINISHING DATE August, 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED ---

5. (a) GROSS COST OF PROJECT $ 15,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ ---

   (c) CITY'S COST $ 15,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 15,000	---
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED ---

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT ---

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$ ---
Supplies	---
Light, Heat, Etc.	500
Other	---
TOTAL	$ 500

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Clients will complain at being kept in the dark.

PRIORITY 5

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Small Equipment Replacement

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   As a contingency, $15,000 must be earmarked for equipment that will have to be purchased and replaced. While this is unknown now, the listing of the Centre calls for such a reserve fund.

4. (a) PROJECT STARTING DATE N/A

   (b) PROJECT FINISHING DATE N/A

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 15,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ ---

   (c) CITY'S COST $ 15,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 15,000	
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT ---

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	---
TOTAL	$ ---

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Unable to operate.

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

PRIORITY -

NOTE: This item was deleted by HCC Committee

1. **DEPARTMENT/LOCAL BOARD** HECFI (Hamilton Convention Centre)

2. (a) **PROJECT NUMBER** _____

   (b) **PROJECT NAME** Electronic Message Centre

3. **DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.**

   Terminals in Convention Centre provide clients with event, floor and room information. Terminals would be in lobby, second and third floors. **System provides revenue from advertising.** Is installed in Toronto, Ottawa, Calgary Convention Centres, as well as numerous hotels in Canada.

4. (a) **PROJECT STARTING DATE** April 1, 1987

   (b) **PROJECT FINISHING DATE** May 15, 1987

   (c) **YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED** ---

5. (a) **GROSS COST OF PROJECT** $ 150,000

   (b) **SUBSIDIES AND OTHER RECEIPTS** $ ---

   (c) **CITY'S COST** $ 150,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 150,000	---
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		---

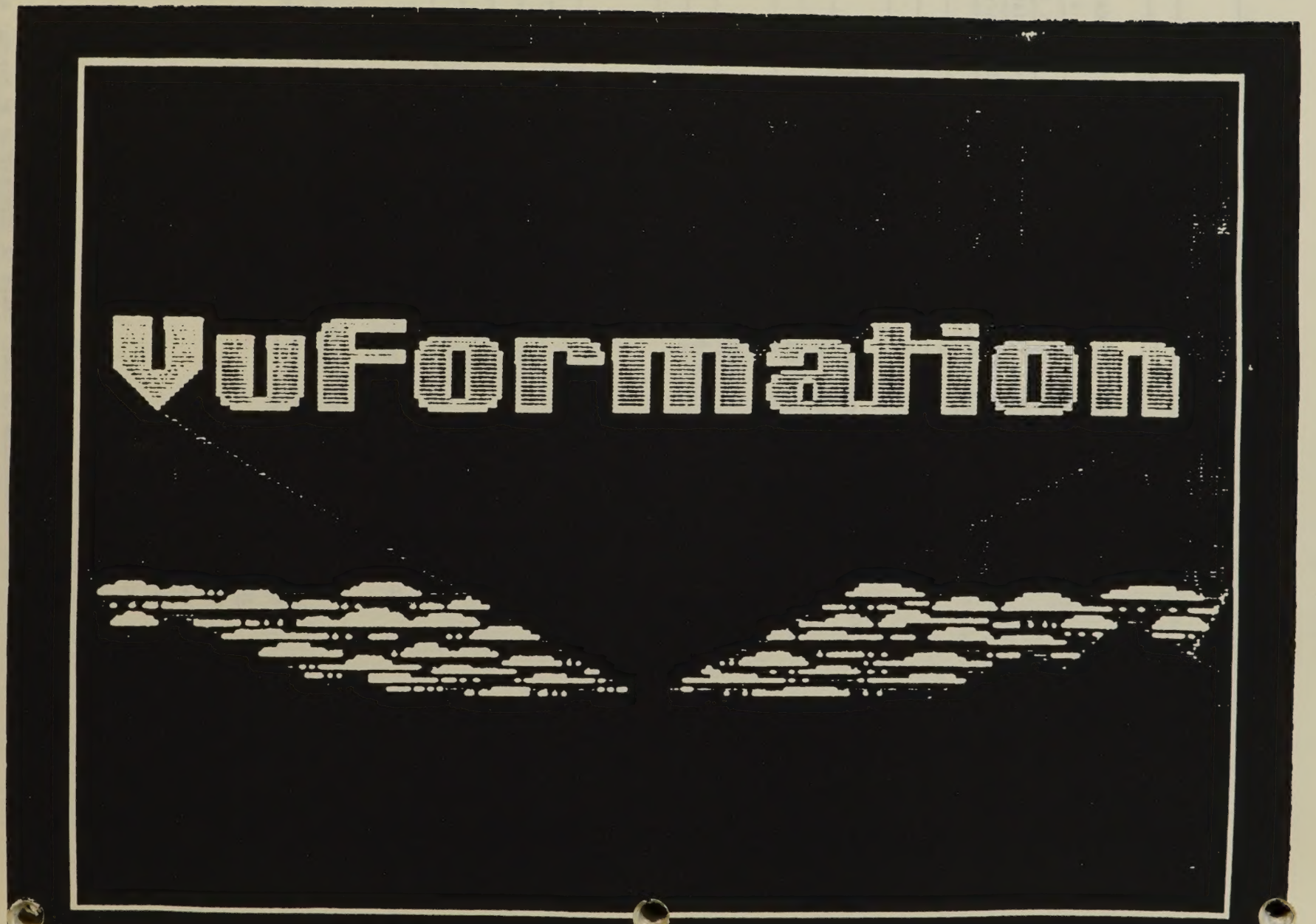
7. **ADDITIONAL JOBS TO BE CREATED BY THE PROJECT** ---

8. **ANNUAL OPERATING COST**

DESCRIPTION	AMOUNT
Labour	$ 2,000
Supplies	---
Light, Heat, Etc.	500
Other	
TOTAL	$ 2,500

9. **EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL**

   Clients have difficult time finding their way in the Centre.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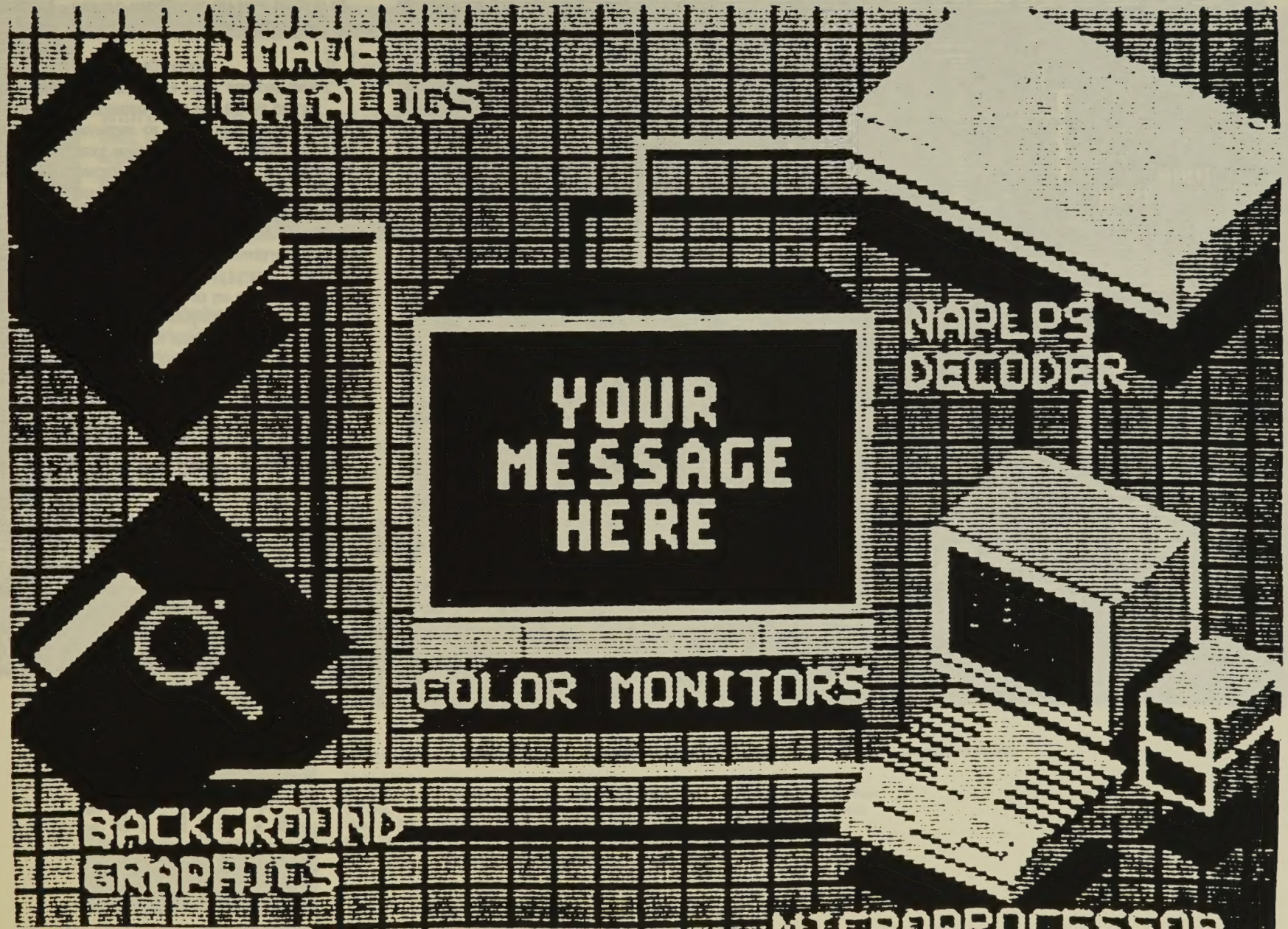
IMAGE
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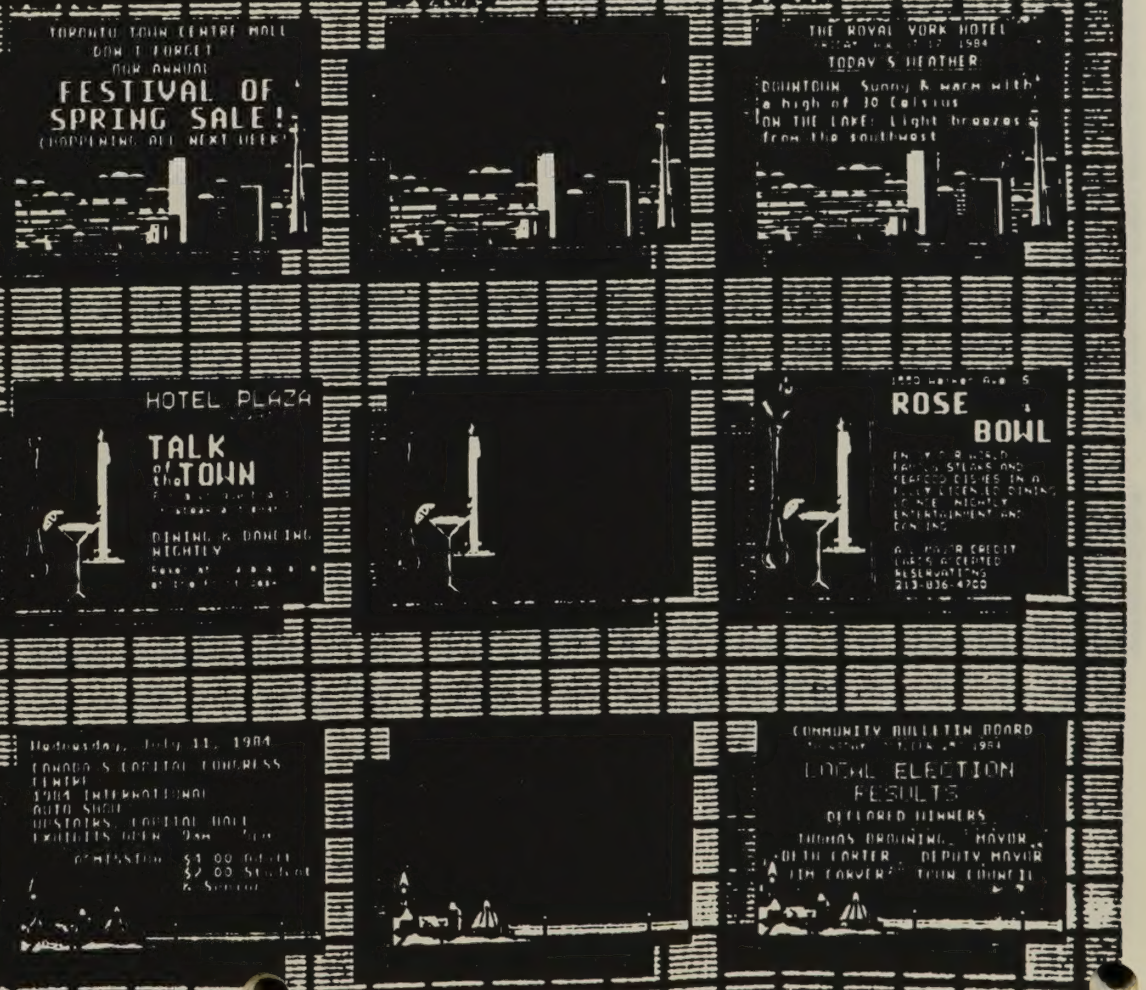

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Authorized Dealer:

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. **DEPARTMENT/LOCAL BOARD** HECFI (Hamilton Convention Centre)

2. (a) **PROJECT NUMBER** _____

   (b) **PROJECT NAME** Audio Visual Equipment

3. **DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.**

   Our current contract with Hamilton Convention and Show Services expires November 1, 1987. This will be an opportunity for the Centre to operate its own audio-visual department. Considering the facility is extremely busy, it is an option to make allowance for in the Capital Budget. The amount represents the cost to purchase microphones, projectors, patch cords and other equipment necessary to operate. Cost will be offset with charge to clients.

4. (a) **PROJECT STARTING DATE** October, 1987

   (b) **PROJECT FINISHING DATE** October, 1987

   (c) **YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED** ---

5. (a) **GROSS COST OF PROJECT** $ 25,000

   (b) **SUBSIDIES AND OTHER RECEIPTS** $ ---

   (c) **CITY'S COST** $ 25,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 25,000	1
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

(b) **TOTAL NUMBER OF PERSON YEARS CREATED** 1

7. **ADDITIONAL JOBS TO BE CREATED BY THE PROJECT** 1

8. **ANNUAL OPERATING COST**

DESCRIPTION	AMOUNT
Labour	$ 50,000
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$ 50,000

9. **EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL**

   The Centre will be required to remain with outside supplier.

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)
2. (a) PROJECT NUMBER _____
   (b) PROJECT NAME Banquet Chairs, Tables, Furniture Replacement

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
   All furniture in Centre will require consideration for replacement. It will be seven years old in 1988.

4. (a) PROJECT STARTING DATE January 01, 1988
   (b) PROJECT FINISHING DATE December 31, 1988
   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED -

5. (a) GROSS COST OF PROJECT $ 75,000
   (b) SUBSIDIES AND OTHER RECEIPTS $ -
   (c) CITY'S COST $ 75,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$ 75,000	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		-

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT -

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
   Building will be in run-down condition.

City of Hamilton
Treasury

7-R-19

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Carpet Replacement

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
   Carpet replacement will be necessary in 1989.

4. (a) PROJECT STARTING DATE August 15, 1989

   (b) PROJECT FINISHING DATE August 31, 1989

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED -

5. (a) GROSS COST OF PROJECT $ 250,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ -

   (c) CITY'S COST $ 250,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$	
- 1989	$ 250,000	-
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		-

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT -

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
   Old carpet will add to deterioration of building.

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

HECFI

1. DEPARTMENT/LOCAL BOARD (Hamilton Convention Centre)

2. (a) PROJECT NUMBER

   (b) PROJECT NAME Banquet Chairs, Tables, Furniture replacement.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

4. (a) PROJECT STARTING DATE January 01, 1990

   (b) PROJECT FINISHING DATE December 31, 1990

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED

5. (a) GROSS COST OF PROJECT $ 75,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ -

   (c) CITY'S COST $ 75,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$	
- 1989	$	
- 1990	$ 75,000	-
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED -

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT -

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Facility will be in run-down condition

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Operating and Kitchen Equipment Replacement

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
   Kitchen equipment will be 8 years old. Will need replacement.

4. (a) PROJECT STARTING DATE January 01, 1990

   (b) PROJECT FINISHING DATE December 31, 1990

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 45,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ -

   (c) CITY'S COST $ 45,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$	
- 1989	$	
- 1990	$ 45,000	-
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		-

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT -

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
   Kitchen will not be able to operate.

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. **DEPARTMENT/LOCAL BOARD** HECFI (Hamilton Convention Centre)
2. (a) **PROJECT NUMBER** _____
   (b) **PROJECT NAME** Electronic Equipment Replacement

3. **DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.**
   Electronic equipment will have deteriorated to the point of replacement.

4. (a) **PROJECT STARTING DATE** July 01, 1991
   (b) **PROJECT FINISHING DATE** August 01, 1991
   (c) **YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED** _____

5. (a) **GROSS COST OF PROJECT** $ 100,000
   (b) **SUBSIDIES AND OTHER RECEIPTS** $ -
   (c) **CITY'S COST** $ 100,000

6. (a) **YEAR OF EXPENDITURE**

		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$ 100,000	-
- 1992 AND AFTER	$	
		-

   (b) **TOTAL NUMBER OF PERSON YEARS CREATED**

7. **ADDITIONAL JOBS TO BE CREATED BY THE PROJECT** -

8. **ANNUAL OPERATING COST**

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. **EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL**
   Effective operation of the building will be denied.

HAMILTON CONVENTION CENTRE

**REPORT TO THE HAMILTON CONVENTION CENTRE COMMITTEE
FROM THE DIRECTOR
FOR THE MONTH OF AUGUST, 1986**

September 23, 1986

August was another successful month, in that revenues were slightly over budget and over 1985 by 19%; on the year, they are 21% over budget and 12% over last year.

September is proving to be our best September ever, with revenues already over $200,000.00.

OPERATIONS

Along with many smaller functions, there were four large conventions in August, which brought revenue into the City, for downtown hotels and restaurants. They were the Optimists, Sports Distributing, the Round Dancers and Tupperware. As already stated, September is proving to be a banner month for 1986, starting with Festitalia, then three back-to-back conventions - the Ontario Nursing Homes Association, the Ontario Association of Homes for the Aged, and the Ontario Progressive Conservatives Convention. The Home Show will round off the month, and unfortunately, there will be no space for the Committee to have its monthly meeting at the Centre.

CONCESSIONS

The liquor licence will be issued shortly to HECFI for the Copps Coliseum. Once this is issued, Volume Services Inc. will take steps to sell liquor and beer at selected outlets in the Copps Coliseum.

New pricing was approved by the Copps Coliseum Committee, with prices on soft drinks, ice cream bars and peanuts being reduced.

Slow lines have been discussed with VSI and the Company is emphasizing speeding up service with better signage, better public address announcements, further training, and the installation of portable equipment.

MACNAB ARMS

The Manager of the MacNab Arms was hired last week. Mr. Robert Allard is a maitre-d' and manager of wide experience with his last employment being maitre-d' at the exclusive Bradgate Arms (Avenue Road at St. Clair) in Toronto. The owner of the Bradgate Arms stated that Mr. Allard is exceptionally reliable, competent and effective. He gets along well with others, and Mr. Grad said that he would not

..... 2

hesitate to re-hire him. Mr. Allard was at the Bradgate for three years.

Mr. Allard's previous employment was in Montreal as maitre-d' at a 102-seat restaurant with full flambé service and for four years with a 320-seat restaurant as maitre-d'.

I am very confident that Mr. Allard has the combined qualities of a maitre-d' and a manager, and will do an excellent job in setting up what I am sure will be the finest restaurant in Hamilton.

Mr. Allard will attend Friday's meeting to meet the Centre Committee.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg

HAMILTON CONVENTION CENTRE

FUNCTIONS FOR THE MONTH OF AUGUST, 1986

AUGUST 3rd, 1986 - Di Carlo/Di Nola Wedding
Reception/Dinner/Dance
No. of People 62

AUGUST 7th, 1986 - I.A.E. Hamilton
Meeting/Luncheon
No. of People 8

AUGUST 7th to
AUGUST 10th, 1986 - Optimist Central Ontario District Convention
Convention
No. of People 300 Each Day

AUGUST 9th, 1986 - Hamilton Place
Outside Catering
No. of People 100

AUGUST 8th, 1986 - The City of Hamilton - Dept. of Culture & Recreation
Meeting
No. of People 8

AUGUST 10th, 1986 - City of Hamilton
Reception - Outside Catering Dundurn Castle
No. of People 70

AUGUST 11th, 1986 - Regent Holidays
Meeting/Reception
No. of People 700

AUGUST 12th, 1986 - The City of Hamilton
Meeting
No. of People 12

AUGUST 13th, 1986 - Norton Canada
Meeting
No. of People 14

AUGUST 14th, 1986 - Financial Concept Group
Meeting
No. of People 250

AUGUST 15th to
AUGUST 17th, 1986 - Canadian Round Dance Festival
Dance
No. of People 250 Each Day

AUGUST 14th to
AUGUST 20th, 1986 - Sports Distributors of Canada Ltd.
Convention
No. of People 750 Total

AUGUST 16th, 1986 - Zarevich/Burcea Wedding
Reception/Dinner/Dance
No. of People 131

AUGUST 18th to
AUGUST 20th, 1986 - The Institute of Chartered Accountants
of Ontario
Examinations
No. of People 100 Each Day

AUGUST 18th, 1986 - Ministry of the Attorney General
Assessment Review Board
Meeting
No. of People 10

AUGUST 19th, 1986 - Hamilton Place
Luncheon
No. of People 10

AUGUST 19th, 1986 - K.D. Crone & Associates
Meeting
No. of People 15

AUGUST 20th, 1986 - Evans, Philp Law Firm
Meeting
No. of People 25

AUGUST 20th to
AUGUST 23rd, 1986 - Tupperware Home Parties
Convention
No. of People 350 Each Day

AUGUST 22nd, 1986 - Cari-Can Festival
Reception/Dinner/Dance
No. of People 170

AUGUST 23rd, 1986 - Stelco Scholarship Awards
Meeting/Reception
No. of People 400

AUGUST 23rd, 1986 - Brain/DeLuca Wedding
Reception/Dinner/Dance
No. of People 213

AUGUST 23rd, 1986 - Purvis/McLaren Wedding
Reception/Dinner/Dance
No. of People 175

AUGUST 25th, 1986 - Ministry of the Attorney General
Assessment Review Board
Meeting
No. of People 10

AUGUST 26th, 1986 - The City of Hamilton
Meeting
No. of People 17

AUGUST 26th, 1986 - Hamilton Entertainment & Convention Facilities Inc.
Luncheon/Meeting
No. of People 12

AUGUST 27th to
AUGUST 29th, 1986 - Ministry of the Attorney General
Assessment Review Board
No. of People 10 Each Day

AUGUST 27th, 1986 - Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of People 13

AUGUST 27th, 1986 - Ministry of Municipal Affairs
Meeting
No. of People 80

AUGUST 28th, 1986 - Merck, Sharp & Dohme Medical Seminar
Reception/Dinner
No. of People 15

AUGUST 28th, 1986 - Hamilton Board of Education
Reception/Luncheon
No. of People 196

AUGUST 30th, 1986 - Racz/Brown Wedding
Reception/Dinner/Dance
No. of People 138

cb
09/08/86

APPENDIX "C"
TO SEVENTH REPORT
OF HCC COMMITTEE

Hamilton
Entertainment
and Convention
Facilities Inc.

FROM Fred Bogden, Director of Marketing, HECFI DATE Sept. 25, 1986.

☒ FOR INFORMATION

☐ FOR ACTION

TO: Chairman,
Hamilton Convention Centre
Committee

SUBJECT MARKETING UPDATE REPORT

1. Ad Hoc Agency - The Image Group - Tour Facilities

Representatives of the ad hoc agency have met with all three facility representatives for a detailed familiarization and communication session in preparation for launch of various projects as approved under the Marketing Plan. Key projects will be undertaken immediately and it is anticipated that the present in-house agency representatives at the Hamilton Convention Centre will play a role in these activities under the direction of the Director of Marketing.

2. Institute of Association Executives Conference '86
August 17-20, Montreal, Quebec

Messrs. N. Davidson and S. Farrauto, Hamilton Convention Centre, represented HECFI as part of the "Hamilton team" at the Institute of Association Executives Conference '86. This conference exceeded 650 in attendance making it the largest conference in I.A.E. history. The Hamilton sales team was comprised of sales representatives from the major hotels and the visitors and convention bureau and Hamilton Convention Centre. The team uniform reflecting the new image of Hamilton was undertaken with the sales representatives dressed in evening tuxedos for both the exhibit activity and the "Hamilton Has It!" breakfast , Wednesday morning August 20th.

HECFI's agreement initially to host the breakfast was to strengthen the decision to host I.A.E. in 1990 and to undertake a promotion in Montreal to reflect the City's new renaissance and specifically promoting the three HECFI facilities. A special "Hamilton menu" was featured. As part of the promotion of HECFI and the City of Hamilton, a film was shown however because the Region convention and visitors bureau, contrary to traditional bureaus, did not have an up-to-date City film, we had two alternatives from HECFI. The first was to show a more than five year old Hamilton Convention Centre film which profiled essentially the Centre, or secondly, to show the film produced by

2. (Continued)

Basketball Canada which profiled Hamilton's, and primarily, HECFI facilities and the City's new big league image. Unfortunately, the existing Hamilton Convention Centre film did not show Hamilton's exhilarance today, while the more recent film by Basketball Canada was geared primarily to profile Hamilton as a leading Canadian venue in the bid for the 1990 Men's Basketball Championships. Because the film did not specifically show all three hotels, there was a protest from the Royal Connaught Hotel. Conversely, there was praise from association clientele and other attendees at the HECFI hosted breakfast on the presentation of Hamilton's new image and big league credibility to host larger conferences and exhibitions. The decision to feature the Basketball Canada film was a committee decision and made out of necessity. Attached is a copy of the introduction to the film as well as copies of two communications from I.A.E. and the Canadian Soft Drink Association, expressing gratitude for HECFI hosting the breakfast.

Accounting of the I.A.E. expenses is as follows:

- Sheraton Montreal Hotel,
  400 breakfasts - $9.25/person plus gratuities $4,625.00

- Souvenir Coffee Mugs
  distributed at breakfast featuring
  "Hamilton Has It!" logo $2,081.90

  700 mugs purchased - 500 mugs distributed
  at HECFI breakfast and exhibit - balance to
  be used for sales promotion purposes.

Convention Centre sales staff have followed up on 84 hot prospects and additionally have sent 29 marketing presentations.

3. American Society of Association Executives
August 9-13, Washington, D.C.

Mr. Nat Davidson, Sales Manager, Hamilton Convention Centre represented HECFI in the "Hamilton sales team" at the 66th Annual Meeting and Exposition of the American Society of Association Executives in Washington, D.C., August 9-13. Attendance equalled the best previous performance with a total of 5,232 persons on hand for at least part of the four day event. The Hamilton exhibit was part of the "Canadian Village" which included representation from all major Canadian cities, convention and visitors bureaus and properties. While Hamilton is, at this time, only creating an awareness, response to the activities was fairly good and attached is a sampling of leads gathered from both the Tourism Canada promotion, as well as leads developed through contacts at the exhibit. Extensive followup activity must now be undertaken both locally and through co-ordinated action.

4. Convention Update Committee

Mr. B. Conacher, Managing Director/Chief Executive Officer and the Director of Marketing, attended the Convention Update Committee meeting on Wednesday, September 23rd (copies of minutes enclosed). It is evident that establishment of a full "membership convention and visitors bureau" would be the ideal solution for marketing Hamilton. Enclosed is a recent article from the August 1986 issue of Meetings & Conventions indicating how certain U.S. cities are capitalizing on the city convention and visitors bureau to sell planners on selecting their particular cities. Discussion also took place with respect to earlier concerns expressed regarding possible reduction in the overall convention block of bedrooms in view of the rumoured cut-back at the Sheraton Hamilton Hotel.

5. "Hamilton Has It!" Seminar

Enclosed is a copy of a Canadian Travel Press clipping dated July 13, covering the "Hamilton Has It!" event of June 16.

Respectfully submitted,

Fred Bogden,
Director of Marketing.

attachments:

1) I.A.E. "Hamilton Menu"
2) Basketball Canada Film - Introduction
3) Communication from I.A.E.
4) Communication from Canadian Soft Drink Association
5) ASAE - Lead Sampling
6) Minutes of Convention Update Committee Meeting Sept. 23, 1986
7) Article, August 1986 Issue, Meetings & Conventions
8) Article, July 13, Canadian Travel Press

T.A.E. Conference '86

Breakfast

Wednesday, August 20, 1986

8:30 a.m.

Hosted by:

Hamilton Entertainment
and Convention Facilities Inc.

Hamilton Convention Centre
Hamilton Place
Copps Coliseum

and

The Corporation
of the City of Hamilton

Menu

Fresh Hamilton Mountain Melon
Scrambled Eggs a la Dundurn Castle
Sir Allan MacNab Sausages
Hamilton Ti-Cat Hash Browns
Toast - Fresh Rolls
Coffee - Tea

Hamilton has it!

** Plan to attend 86 M & TT Conference **
in Hamilton
Sunday, November 30 - Monday, December 1 - Tuesday, December 2, 1986

++
SHERCENTRE MTL

SHERHAM HAM
TO: NAT DAVIDSON. SHERATON CENTRE MONTREAL
FM: ELIZABETH PAIGE. HAMILTON CONVENTION CENTRE

GOOD MORNING:

I'M NAT DAVIDSON. SALES MANAGER OF THE HAMILTON CONVENTION CENTRE AND PART OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INCORPORATED 'TEAM'. I BRING YOU SPECIAL GREETINGS FROM MAYOR BOB MORROW AND HECFI MARKETING DIRECTOR. FRED BOGDEN. WHO. UNFORTUNATELY. CAN'T BE WITH US TODAY.
FIRST OF ALL. WE ARE PLEASED TO HAVE BEEN YOUR HOSTS AT THIS BREAKFAST AND TO HAVE THE OPPORTUNITY TO ONCE AGAIN ENCOURAGE MAXIMUM ATTENDANCE AT THE 1990 IAE CONFERENCE IN HAMILTON.
TO THAT END. LET ME BRIEFLY TELL YOU THE STORY OF THE RE-BIRTH OF A CITY WICH SITS IN THE CENTRE OF A PRIMARY MARKETING AREA OF 4.5 MILLION PEOPLE.
FIFTEEN YEARS AGO. A MULTI-MILLION DOLLAR DOWNTOWN REDEVELOPMENT PROGRAM WAS INITIATED...AND THE FACE-LIFT WAS UNDERWAY. NOW WITH THE ADDITION OF LYOYD D. JACKSON SQUARE THE ART GALLERY. HAMILTON PLACE THE FOOTBALL HALL OF FAME THE NEW SHERATON. THE ROYAL CONNAUGHT HOTEL. THE HOLIDAY INN. THE HAMILTON CONVENTION CENTRE AND THE LATEST KID ON THE BLOCK. THE 42.7 MILLION DOLLAR COPPS COLISEUM. THE CHANGE HAS BEEN PSYCHOLOGICAL AS WELL. NO LONGER DO THE HAMILTON-WENTWORTH REGION GLORY IN THE PAST THEY REVEL IN THE STARTLING ACHEIVEMENTS OF THE PRESENT AND THE CHALLENGE OF THE FUTURE.
THE SLOGAN HAMITLON HAS IT IS SEEN AND HEARD EVERYWHERE. WE WANT YOU TO EXPERIENCE THIS ALMOST STARTLING NEW ECONOMIC DYNAMISM AND TO INFLUENCE OTHERS TO SHARE IN THE EXCITEMENT. TOO. WE WANT YOU TO TAKE HAMILTONS NEW 5 MINUTE. 500 MILLION DOLLAR WALK DOWNTOWN AND TO VISIT SOME OF THE MANY ANCILLARY ATTRACTIONS-- THE ROYAL BOTANICAL GARDENS. TE AFRICAN LION SAFARI. THE CANADIAN WARPLANE HERITAGE AND DUNDURN CASTLE. FRANKLY. WE ARE ANXIOUS TO DO A LITTLE SHOWING OFF BECAUSE WE WANT YOU TO BRING YOUR NEXT MAJOR CONVENTION OR SPECIAL EVENT TO OUR CITY. LAST WINTER HAMILTON PLAYED HOST TO THE WORLD JUNIOR HOCKEY CHAMPIONSHIPS. IN 7 GAMES. 100.077 FANS PAID TO SEE THE BEST JUNIOR-AGE PLAYERS IN THE WORLD. AND THE QUEST FOR MORE WORLD-CLASS ATTRACTIONS IS ON GOING.
RECENTLY. IN BARCELONA. SPAIN. HAMILTON WAS CANADA'S OFFICIAL BIDDER FOR THE 1990 WORLD MEN'S BASKETBALL CHAMPIONS AND FINISHED SECOND IN THE COMPETITION TO ARGENTINA-BUT AHEAD OF EVEN THE FAVOURED UNITED STATES. I WOULD LIKE TO SHOW YOU A BRIEF SEGMENT OF THE HAMILTON PRESENTATION. IT WILL DEMONSTRATE SOME OF THE REASONS WHY HAMILTON IS BEING JUSTLY RECOGNIZED AS
TOMORROWS CITY-TODAY

THANK YOU.
+++:PSHERCENTRE MTL

7-R-33

RECEIVED SEP - 5 1986

INSTITUTE OF ASSOCIATION EXECUTIVES/INSTITUT DES DIRECTEURS D'ASSOCIATION
67, rue Yonge Street, Suite 1101, Toronto, Ontario M5E 1J8 (416) 367-1134

September 4, 1986

Mr. Fred Bogden
Director of Marketing
Hamilton Entertainment and
Convention Facilities Inc.
101 York Blvd.
Hamilton, Ontario
L8R 3L4

Dear Fred:

On behalf of the IAE membership, thank you for your sponsorship of our Conference '86 Wednesday breakfast.

We are delighted to report that our Conference attendance exceeded 650, making this the largest Conference in IAE history.

Our feedback has been excellent , and we know that our members value the fine services of your special contribution to our Conference success.

Your generosity enabled us to enhance the quality of both our business and social programs. We appreciate your support and value your membership in IAE. I look forward to working with you in the coming years.

Sincerely,

Jack F. Shand
President

JFS/lf

CANADIAN
SOFT DRINK
ASSOCIATION

ASSOCIATION
CANADIENNE
DE BOISSONS
GAZEUSES

RECEIVED SEP 19 1986

Ref: MCH02.Sp6

September 16th, 1986

Mr. Fred Bogden
Director of Marketing
Hamilton Entertainment and
Convention Facilities Inc.
101 York Blvd.
Hamilton, Ontario
L8R 3L4

Dear Fred:

Since the IAE Conference I have been in the office one day if you add up the hours on the different days in between trips. However, I did spend a weekend dictating thank you letters from the IAE Conference and now that I am back in the office can't seem to see one I wrote to you.

Your hosting of the final breakfast was very generous and the patience and consideration you displayed in the misunderstanding of the arrangements was also very appreciated by me.

Thank you for your support of IAE and the tangible contribution you made. While the Canadian Soft Drink Association tends to stay with a city such as Toronto, I will certainly keep you in mind if I feel there is any chance of us going to Hamilton.

Kind personal regards,

Paulette

Paulette G. Vinette
President

PGV/em

Personal regards to Kitta too

cc: Nat Davidson, Sales Manager, Hamilton Convention Centre
: Sal Farrauto, Sales Executive, Hamilton Convention Centre
September 24, 1986

500 UNIVERSITY AVENUE. SUITE 812. TORONTO. ONTARIO M5G 1V7
TELEPHONE (416) 979-3529

RECEIVED SEP 2 5 1986

McMASTER UNIVERSITY
CONFERENCE SERVICES
Commons Building
1280 Main Street West. Hamilton. Ontario. L8S 4K1
(416) 525-9140 Ext. 4781

CONVENTION UPDATE MEETING

MCMASTER UNIVERSITY

SEPTEMBER 23, 1986

PRESENT: F. Bogden, HECFI
B. Conacher, HECFI
M. Costanza, Royal Connaught Hotel
K. Cronin, Holiday Inn
S. Ferrauto, Convention Centre
J. Gowland, McMaster University
G. Macaluso, Visitor and Convention Services
B. Todd, Sheraton Hamilton

ABSENT: M. Best, Sheraton Hamilton
N. Davidson, Convention Centre
L. Hare, Holiday Inn
B. Massey, Royal Connaught Hotel
T. Miele, Holiday Inn
M. Salem, Sheraton Hamilton

1. Opening Remarks

A few additions to the Agenda were added.

2. Minutes of September 3, 1986

Gabe Macaluso was added to the list of those present.

Matt Costanza responded to Fred Bogdens question concerning the confidential hotel listings in that information on Convention business only, and not Corporate business, will be forwarded on to the Convention Update Meetings.

Mr. Bogden requested clarification on item 7 of the previous minutes that due to increased responsibilities he would attend some, but not all Convention Update Meetings. HECFI would be represented by Mr. Davidson.

3. A.S.A.E. Tourism Canada Leads

Mr. Bogden again stressed the importance of lead follow ups. A copy of a suggested Data Base File Sheet was handed out to all present.

Mr. Macaluso informed the meeting that a letter had been sent to

all 'hot prospects' informing them of the facilities available in Hamilton. All non 'hot prospects' had received a letter of thanks and the invitation to contact Gabe Macaluso for any further information.

4. I.A.E.

The 'Mum' follow up postcard has been sent out to all people who qualified at the booth. Others received a general letter of thanks.

Matt Costanza enclosed individual invoices with the minutes of September 3, 1986 to those who participated in Montreal.

5. Data Bank

Mr. Ferrauto informed those present that the Prism Group in Washington had been contacted for further information regarding the establishment of a Data Bank. It was noted that future computerization at the Convention Centre should greatly assist in this endeavour.

Mr. Bogden suggested that a Data Bank be purchased on a cost sharing basis by members of the Convention Update Committee. All expressed interest in this proposal.

6. World Conference on Continuing Education

McMaster University will be unable to assist with accommodation for this conference August 26 to September 1, 1989 due to the commencement of the academic year and the return to residence life of the students. Mr. Partridge of Mohawk College has been alerted and will contact Judy Gowland regarding a possible change of date upon his return from vacation. Judy Gowland to advise the committee.

7. World Animated Film Festival

Matt Costanza reported that any negative opinions had been resolved and Hamilton could look forward to a positive event.

8. Site Inspections

a) Ontario Association of School Bus Operators

Room rentals could be waived at the Convention Centre providing the majority of food and beverage functions were held there. However, there would be no discount for exhibit space.

b) Ontario Association of School Business Officials

A decision will be made in November regarding the location of this convention.

c) Liver Studies Group

No decisions have been reached at this point.

9. New Business

a) Convention Block Capabilities

Due to Mr. Bogden's concern of the availability of space, it was agreed by all present that the convention block would be reviewed on a weekly basis.

b) C.F.L. College Draft

Since the Convention Centre is already booked, Copps Colliseum has been suggested as a suitable alternative. We are awaiting a decision.

c) A.S.A.E. - Anaheim

Mr. Bogden stated that the Convention Centre will be sending a representative.

d) Hospitality Seminar

Mr. Macaluso suggested that a Data Base be formulated on the many medical and professional associations and societies to which Deans and Chairmen of Departments at McMaster University Medical Centre belong. He proposed a seminar and reception be held for key personnel in this field.

e) Hamilton Ambassador Programme

Mr. Bogden suggested that Mr. Macaluso meet with him and the Chamber of Commerce to investigate the possibility of such a programme.

f) Establishment of a Visitors and Convention Bureau

Much discussion was held with regard to the restructure of a Visitors and Convention Bureau. It was suggested by Mr. Conacher that a cost sharing system may be developed.

10. Date of Next Meeting

Wednesday, October 8, 1986, 8.00 am, Peaches Restaurant, hosted by the Holiday Inn.

11. Adjournment

The meeting adjourned at 9.50 a.m.

HOW BIG CITIES CAN SWEETEN THE POT

Dress up like a moose and dance around an airport arrival gate?

H-e-ey . . . why not.

Find accommodations for the camels attending your convention?

No-o-o problem.

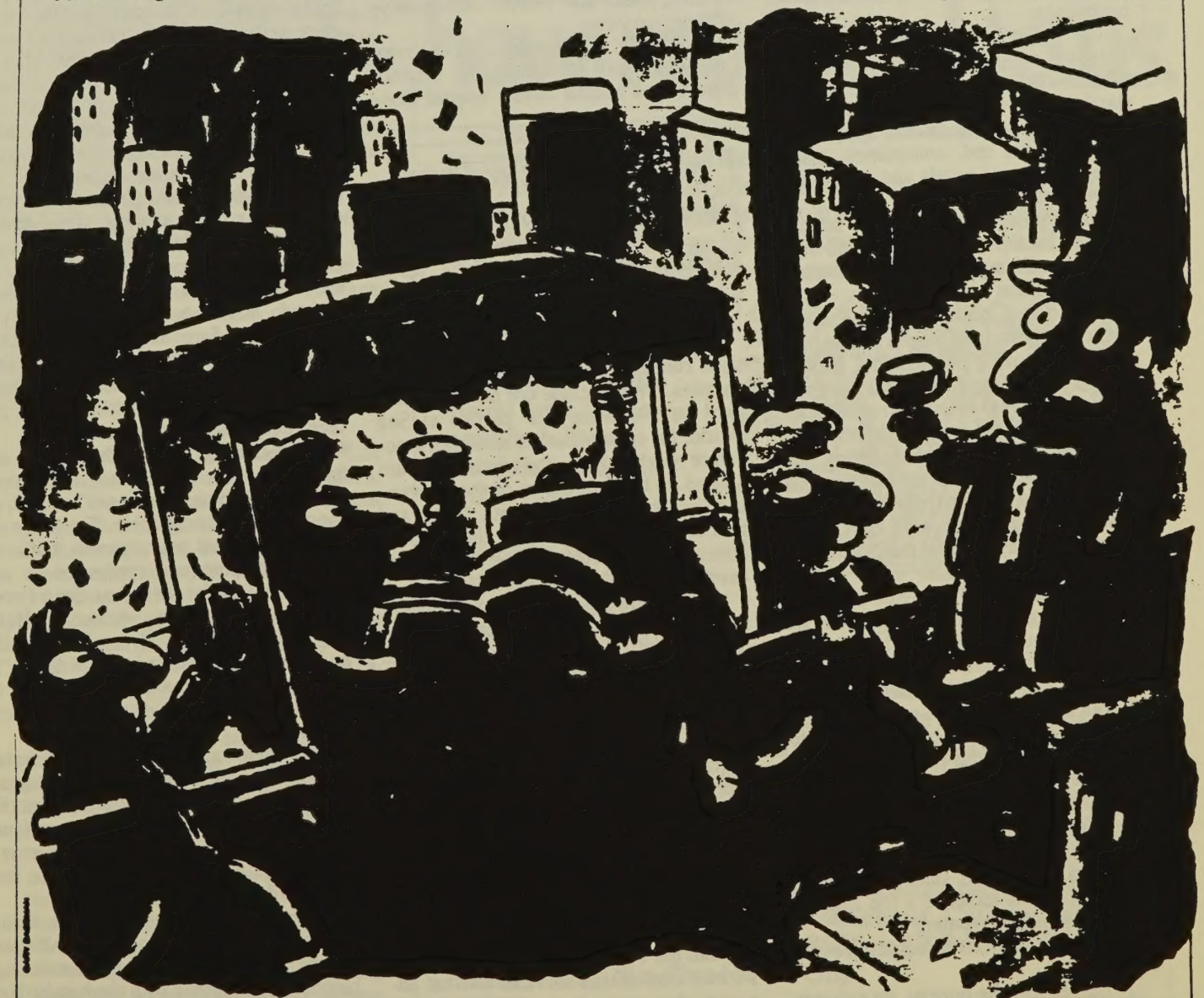
Make arrangements for a theme party several hundred feet underground?

Do it all the time.

Get you a break on the price of hotel rooms?

Well, maybe . . .

The officials of convention-hungry cities and their convention and visitors bureaus will go to great lengths to sell and service a valued event. During the bidding and negotiating stages, the canny planner can pick up any number of concessions. He or she, however, needs to know: 1) what services the city or its CVB truly can provide and 2) the clout of



Many cities will dance to the planner's tune if both his group and budget are large enough. In this case, bigger is better.

BY TODD ENGLANDER & GARY PROVOST

the event in question—exactly what it offers the city. It also is worth bearing in mind that "extras" are a lot easier to win than "savings."

From the convention planner's point of view, a city's CVB is its nerve center. Especially if an event is city-wide, it is the CVB that, acting as a liaison between the client group and the host suppliers, puts together the convention package. It is largely through the CVB that a planner negotiates.

The range of extras a CVB may be able to supply includes: housing coordination and registration support, speaker services, ground transportation, ideas and community support for special events and, sometimes, reductions on rates at hotels and at the local convention center.

▶ Housing/registration. With support from the local populace, more and more cities are offering sophisticated housing and registration support.

Houston's Convention & Visitors Council, for example, offers a fully computerized housing service that handles all housing arrangements (minimum group size: 1,000 beds and two hotels), and sends monthly printouts to planners. Come move-out day, the service also provides statistical analyses of the convention. Planners can see at a glance how many registered, who they were, where they stayed, how many attended what food functions, etc.

Many, many CVBs provide people to help with registration. In Baltimore, the convention bureau offers complimentary registration personnel—eight hours of help for every 150 to 400 rooms booked, 16 hours for 401 to 700 roooms and 32 hours for 701 to 1,600 rooms. Similarly, the Las Vegas Convention & Visitors Authority gives registration aid worth up to $1,000, depending on group size. In New York, the emphasis, according to Charles Gillett, CVB president, is on the high quality of part-time registration aides. The pool includes a top cadre of "several hundred women."

▶ Speakers. Most cities boast a trove of speakers.

In Baltimore, the bureau, on request, will contact everyone from members of The Baltimore Orioles to physicians from Johns Hopkins. In Pennsylvania, The Philadelphia Convention & Visitors Bureau touts the "university connection," through which groups can avail themselves of talent from institutions like Temple Law School and Wharton School of Business, while across the state, the Greater Pittsburgh Convention & Visitors Bureau can arrange for speakers from Carnegie Mellon University and the University of Pittsburgh, as well as for the mayor or a VIP from one of the major companies in town.

▶ Ideas/Community Support. Some bureaus now structure packages of party/meeting ideas and related community-support services.

In Orlando, for example, the Orlando/Orange County Convention & Visitors Bureau has helped devise special functions running the gamut from parties to parades. They include not only the standard fare—private VIP parties at Sea World, for example—but also such innovative events as a children's program staged on the front lawn of the convention center. Complete with tents and recreational activities, it's intended to free parents to concentrate on the proceedings inside.

From the convention planner's point of view, a city's CVB is its nerve center.

According to Mary Lou Baker, spokesperson at the Baltimore Convention Bureau, "Groups coming here can throw a party on a 19th-century schooner in the harbor or on a working oyster boat. They can arrange to use a $1.5-million climate-controlled nightclub/restaurant excursion boat, the Lady Baltimore, which accommodates 500 for a dinner cruise. And the city has a fleet of a dozen turn-of-the-century 'trolleys-on-wheels,' that can be rented at a low rate to shuttle attendees around the city."

Michael Boyle, vice president, Meetings and Conventions Divisions, points out that the Philadelphia bureau has prepared a convention services kit that advises planners of special historical/cultural venues for cocktails or dinners, while Anchorage's CVB has made waves by organizing special fishing trips. According to Rolf Klug, vice president, marketing and sales, "If a group wants to go salmon fishing, we'll get bids from people in the salmon-fishing industry."

The Anchorage bureau also puts together an occasional welcome at Anchorage International, complete with large banners and the famous dancing "critters"—animal-costumed personnel hoofing it to pre-recorded music.

Recently, many city CVBs seem to have succeeded in tapping new support from their retailer members.

Convention & Visitors Commission spokesman Curt Saunders recalls, for instance, the ASAE convention two years ago in Minneapolis. Nicollet Mall, a 12-block downtown pedestrian thoroughfare flanked by hotels, shops and restaurants, hung welcoming banners galore and a local ad agency donated the posting of a welcome billboard on the airport-to-downtown route. "The local community here is very supportive," Saunders says. "Museums, theaters and restaurants often donate tickets to be used as gift items during conventions."

And, when a major group eyes Houston, as Len Rolston, CVB president, explains, "We'll involve our mayor, state officials and county and local politicians to help open doors to cut red tape, ease labor problems, etc."

▶ Cost-cutting. All of the above are fringe benefits that can sweeten the convention pot, but none means as much as concessions that cut costs. These are often the toughest points to win, but convention-management professionals say they often look for them first. Says Peter Erickson, managing director, Hall-Erickson, Inc., the River Forest, Ill. multi-management trade show firm, "A city's most effective lobbying activity is working with the hotels to offer attractive rates."

Just what can a city do to cut hotel rates, convention center fees and transportation costs? It depends, among other things, on the city and its bureau (and the bureau's budget), the time of year, and the value a community places on the particular piece of business.

In Seattle, CVB Vice President, Convention Sales and Marketing, Roger Beadle, says, "We'll help the meeting planner get together with the hotels, but we're not in the business of asking properties to give away hotel revenues just to secure a piece of business. We may work with hotels to propose some rebates, but there's a fine line. We don't expect the hotels to spend $200,000 to attract a convention."

The Metro Detroit Convention & Vis-

itors Bureau agrees that rebates are negotiable. "A lot of times groups will ask us for a free hall, free shuttle service or even cash in hand," says Dennis Miriani, executive vice president. "They come to us with a certain number in mind. Well, we'll go to the hotels and advise them what the group's asking and figure a rebate based on a per person/per night basis. Hotels don't back off on giving rebates. If they say yes, then fine. If not, we go back to the group and talk again."

Assuming a city strongly desires a particular event, some CVBs can draw on special funds to help ease the cost of hotels, transporation, convention centers, even big theme parties. Other bureaus use their persuasive powers to urge community cooperation to cut or absorb some costs.

With transportation, for example, cities generally don't like to give out free rides. But Houston's Len Rolston explains that his council *will* help fashion an efficient, inexpensive shuttle package connecting the convention center with hotels. "We get competitive bids from good service operators," he says. "We're the catalyst, and—occasionally—we'll ask hotels to underwrite a portion or all of the cost."

Similarly, Bob Schmuck, the Las Vegas Authority's director of sales, says, "We don't make a habit of it, but we'll help with ground transportation. First, though, we evaluate the meeting—number of rooms booked, number of hotels used."

Convention centers may also make concessions. Cities have been known to grant extra move-in/move-out days, free or partial rental rates for exhibit space, complimentary parking, and other extras to help ease important groups into their downtowns. Some may even pick up the tab for a large opening reception, or given the large dollars a gathering might bring into town, the bureau may pay for it.

Requests from meeting planners run the gamut—from standard CVB services to the extraordinary. Says New York's Gillett, "Beyond the early considerations—hotel space, meeting rooms and accessibility—most groups ask for the usual things:" pamphlets, brochures, site inspections, promotional materials, etc. Yet, some planners ask for the world, or at least the city.

If a group carries clout, the city is likely to pull out most stops but, confides one CVB executive, "Unless the city really wants the business, the odds are they won't get much involved."

The first step, he advises planners, is to believe in the wallop their group packs. "If the city constantly invites a group's planners to look at the facilities—if the CVB is keeping them abreast of all developments and continuously developing convention dates for them—they should get a definite sense they're being wooed."

The size of a gathering is generally the chief factor that puts cities hot on a con-

MacArthur would have returned to us.

He would have returned for the great facilities and service we provide for top-level meetings.

First of all, we can commit as many as 1200 of our 1705 guest rooms to you every night, more than almost any other New York hotel. Plus we have 33 meeting rooms of all sizes, including a 24,000 square-foot exhibition hall.

We offer complete meeting and convention services, including an on-premises audio-visual firm. We can provide full communications facilities to make the New York Penta your New York business headquarters.

"My staff and I will plan our strategy at the Penta."

We've just finished a $20 million renovation of the entire hotel—guest rooms, public areas, restaurants, etc. We've replaced room keys with electronic security cards. We've retrained our entire staff, to imbue everyone with Penta's European service.

Last but not least, our location is ideal. We're the closest major hotel (five blocks) to the new Javits Convention Center. We're right across the street from Madison Square Garden and Penn Station. And we're easy to get to, via major arteries.

We're the perfect hotel for the meeting planner who wants to be known as a master strategist. Call our corporate sales department at (800) 223-8585 or (212) 736-5000 (that's PEnnsylvania Six-Five Oh Oh Oh).

New York Penta Hotel

7th Avenue & 33rd Street, New York, NY 10001 (212) 736-5000. Call toll free (800) 223-8585, telex 220932 or 220318. Penta Hotels are in Berlin, Bombay (late 1986), Budapest, Düsseldorf, Geneva, Heidelberg, Lisbon, London at Gatwick & Heathrow Airports, Munich, New York, Nuremberg, Paris, Wiesbaden and Zurich.

Circle #11 on Reader Service Card

vention's trail. Considerable size can yield considerable concessions and creativity. Gary Showalter, Hall-Erickson vice president, says impressive numbers start at 5,000 to 7,000 hotel rooms, 220,000 net square feet of exhibit space and several million dollars in revenue to the city.

Take the Republican National Convention. To attract it, Houston is even allotting $100,000 to a special fund to pay for slide presentations, personalized souvenir books, flying in the site-selection committee and help in setting up a Republican fundraising event.

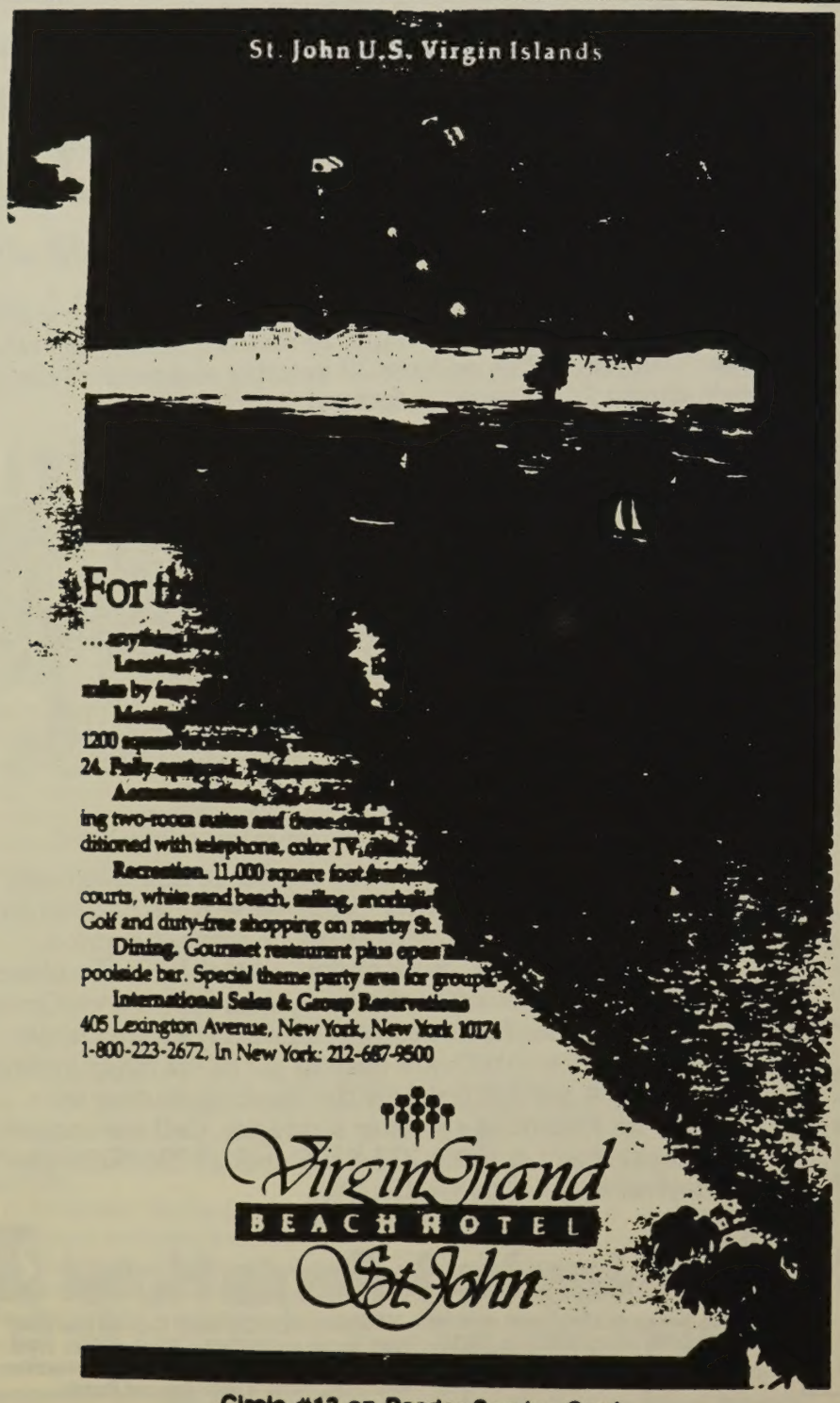
Not that massive attendee rosters are always the key to exciting a city. Says Rolston, "Whether we'll help out financially or with facilities support is based on the needs of the city. We've spent an inordinate amount of time working on individual groups that are small but have a big impact, groups like the Council of Engineering and Scientific Society of Executives. That's 400 people, but 40 percent of them represent more potential conventions." And it's no secret that associations of meeting planners—like the American Society of Association Executives, Meeting Planner's International and the Professional Conference Manager's Association, for example—are so prized that city officials are prepared to fill almost any request to the letter. Rolston adds that higher spending groups also tend to draw more attention from hotel, convention center and city council people.

Some mid-sized gatherings can gain special favors by virtue of hefty function activity. "In the case of a smaller meeting," says Showalter, "we might ask the hotel to partially sponsor the cocktail reception. We did something like that for a group that had scheduled a banquet and two luncheons. We asked the property to host a reception."

Sometimes the dates of an event can give a meeting planner negotiating power. Says Mary Lou Baker, "The sluggish season—late November to February and July in Baltimore—is a good time for a planner to negotiate rates with hotels."

Lead time, too, is a factor in the bargaining. As Detroit's Miriani points out, "You need plenty of time to work out some of the special requests."

And officials point to an attitude that can give planners a better shot at gaining some convention extras. Call it the rule of fair play. Hall-Erickson's Showalter puts it this way: "Planners can get a lot if they deal fairly with the properties and with the city—if they expect fair service for a fair price. Planners should be careful not to look for anything unethical—free airplane rides for VIPs or vacation trips after the convention, etc. They should look for things that benefit the convention—not individuals. Suppose the room rate is $82, and the planner and city agree that $2 comes back to the association, *against the banquet*. That's for the good of the convention. Monies must be directed so they're not kickbacks." ■



Circle #13 on Reader Service Card

Hamilton Wants Convention Business

by David Meyler

"Hamilton Has It" — this is the slogan for Hamilton's campaign to become a major convention city, and it refers to the fact that as far as facilities are concerned Hamilton can cater to practically any group.

Jack Murta, then Minister of State for Tourism, was in the city recently to kick off Hamilton's Hospitality Week, an attempt to focus on the travel industry. He emphasized the importance of tourism to both the national and local economies. Tourism, nationwide, employs one out of ten people and is worth $20-billion a year.

In Hamilton, said Murta, 15,000 people were employed directly in tourism, while 15,000 were employed indirectly. Approximately $50-million is added to Hamilton's economy each year, of which $17-million results from conventions alone.

Hamilton will not have an easy time making a name for itself, according to Chris White, founder of the Krisam Group, (which represents over 80 hotels, convention bureaus and service organizations). This applies in the Canadian market, but is especially true in the United States.

"Very few Americans (in the convention/meeting planner sector) are intelligent about Canada," said White. If they do know Canadian cities they will think of the "big three": Montreal, Toronto and Vancouver — and maybe Ottawa, but just "maybe".

White pointed out two cases in the United States similar to Hamilton: Baltimore and San Jose. Baltimore was always overshadowed by Washington D.C., and in many ways it still is (and this will not change, if simply because Washington is the U.S. capital).

However by renovating its waterfront, developing its tourism infrastructure and — most importantly — clearly defining its market, Baltimore has moved successfully into the convention and meetings field.

San Jose which faces competition from San Francisco has been less successful despite being one of the largest cities in California. There is still much work to do in terms of improving the downtown and developing infrastructure.

Hamilton's obvious competition is "big brother down the street" — Toronto. White said Hamilton would never be able to overtake Toronto, but nor would it have to.

The city will have do extensive research, build up a solid data base and then identify what groups would be interested in coming to Hamilton. In the short term the bulk of the business would be local, but once a solid base is created and experience gained, Hamilton could move more strongly into the international markets.

What Hamilton Has

Jackson Square is a downtown retail/entertainment complex including over 240 shops and services, a Farmer's Market and the Copps Coliseum, all built around a 14-storey garden atrium. With 18,000 seats Copps Coliseum is one of Canada's largest indoor arenas, equally able to host trade shows, sporting events and concerts.

With a price tag of $42.7-million it is one of the three key projects of Hamilton's $250-million Downtown Redevelopment Programme. The other two facilities, Hamilton Place and the Hamilton Convention Centre, are directly connected to the coliseum.

Hamilton Place seats over 2000 in its Great Hall, which now regularly attracts world class performers. Some of those who have appeared include Johnny Cash, Harry Belafonte and Tom Jones.

Hamilton Place also has business and banquet facilities, including the 400-seat Studio Theatre, four meeting rooms and a board room. The Studio Theatre can be used for receptions, film screenings and large business meetings as well as theatre productions. Audio visual equipment and catering services are available.

The Hamilton Convention Centre has 13 meeting rooms and 3700 square metres (40,000 square feet) of exhibit space. Up to 1500 people can be seated for banquets in the Chedoke Hall. Food and beverage services are under the direction of the centre's own Executive Chef.

Accommodation in the downtown area is highlighted by the new Sheraton Hamilton. Located in Jackson Square, the 360-room hotel is connected by a covered walkway to the Convention Centre.

For the business traveller who worries about being isolated from Toronto, the hotel offers a shuttle service to Pearson International Airport (an hour's drive depending on traffic). Rack rates range from $89 for a double room up to $157 for a suite.

Other major hotels in Hamilton are the Holiday Inn and The Royal Connaught Hotel.

Dining in Hamilton offers a choice of almost 160 restaurants, ranging from "fast food" to formal dining. There is a wide selection of Italian and Chinese restaurants, plus English, French, German,

Hamilton Place

Greek, Hungarian, Indian, Japanese, Middle Eastern, Portuguese and Swiss.

Hamilton is relatively less expensive than Toronto when it comes to dining out, as is the case in general. Typical costs can range from $5 for lunch for one up to $80 per couple for dinner.

Sites and attractions within and around the city feature Dundurn Castle, a restored mansion dating from 1835; the Royal Botanical Gardens; the Canadian Warplane Museum with 35 vintage aircraft — all fully capable of flying; and Flamboro Downs, which offers harness racing on a half-mile track.

Hamilton is centrally located to a number of other important Ontario centres. As mentioned, it is an hour's drive to Toronto, about an hour and a quarter to Niagara Falls and half an hour to Kitchener.

For those interested in more information on meeting and convention opportunities in Hamilton, contact Fred Bogden, Director of Marketing for Hamilton Entertainment and Convention Facilities Inc., 101 York Boulevard, Hamilton, Ontario L8R 3L4, telephone (416) 526-4450.

Canadian Travel Press
Toronto, Ont.
July 17, 1986

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APPENDIX "D"
TO SEVENTH REPORT
OF HCC COMMITTEE

HAMILTON CONVENTION CENTRE

FROM: William J. Penfold, Director DATE: September 22, 1986

Hamilton Convention Centre

FOR ACTION _____ FOR INFORMATION XXX

TO: B O A R D _____ (OR) Hamilton Convention Centre COMMITTEE XXX

SUBJECT: **Utility Carts**

RECOMMENDATION: **That a further sum of $584.96 be approved to purchase satisfactory carts in place of those obtained on a trial basis.**

The Committee will recall that a sum of $1,264 was approved at a previous meeting to purchase six Rubbermaid No.4520 Utility Carts for the Convention Centre.

The Committee at the time had suggested that because they were a special type of cart, the kitchen personnel try out the carts before purchasing.

Management have done this and found that indeed the carts are inferior, as the attached memorandum explains.

William J. Penfold
Director
Hamilton Convention Centre

WJP:bg

MEMORANDUM

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: September 16th, 1986

SEP 16 1986

SUBJECT: Utility Carts

As you are aware we received approval to purchase six Rubbermaid # 4520 utility carts at a cost not to exceed $1,264.00. A concern was expressed at the time as to whether these carts were suitable for our facility, and that possibility these carts were selected because of the price.

For your information we received the carts on a sample basis so the departments can decide whether the carts would be useful. Unfortunately the style of the carts, particularily the second shelf, limits their usefulness. These carts were returned as you suggested and replaced with the Bloomfield # 614 Stainless Steel Cart which we already have in the Centre.

The price per unit is $288.00 which is $109.00 higher than the Rubbermaid units. The total purchase price is $1,848.96 including Provincial Sales Tax which is $584.96 over the approved limited.

Dockman

Stephen H. Dockman
Operations Manager

SHD/lp

APPENDIX "E"
TO SEVENTH REPORT
OF HCC COMMITTEE

HAMILTON CONVENTION CENTRE

FROM: William J. Penfold, Director DATE: September 23, 1986

Hamilton Convention Centre

FOR ACTION _____ FOR INFORMATION XXX

TO: B O A R D _____ (OR) Hamilton Convention Centre COMMITTEE XXX

SUBJECT: **Purchase of Refrigeration Unit**

RECOMMENDATION: **N/A**

Refrigeration space has always been at a premium at the Centre. There was a unit purchased in 1984 for the kitchen and another to facilitate wine and beer storage and distribution. With the increase in business, kitchen staff now find themselves having to remove items from the refrigeration units to get at other items, and then replace the original items in the refrigerator, time and time again. The time lost in these actions is hurting the kitchen's ability to perform effectively.

~~BACKGROUND:~~ The attached memorandum from the Operations Manager aptly describes both the problem and the solution, to purchase another refrigeration unit. There is a slight problem with installation, and there will be a cost to install the unit.

The place of installation also depends on the approval in principle for the Centre to include a kitchen addition with its 1987 capital construction.

It is therefore recommended that a sum of $9,604.53 be expended to install the refrigeration unit in the kitchen.

William J. Penfold, Director
Hamilton Convention Centre

WJP:bg
Attch.

MEMORANDUM

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: September 19th, 1986

SUBJECT: Refrigeration Unit

Although there was a unit purchased in 1984, there is not enough refrigeration space to effectively operate the kitchen as business increases from year to year. The refrigeration space has again become limited creating problems with food preparation and service.

Originally this unit was to be placed in the alcove located in the service corridor behind Chedoke 'C'. However after further consideration, we want to install the unit in the area that is presently used as the Executive Chefs' Office and move his office to the office presently occupied by Hamilton Convention and Show Services. This is a more logical area considering our recommendation for the kitchen expansion.

Quotations were received for the installation of the unit as follows:

Wilson - Gregory Refrigeration	$ 6,879.00	
Hunter & Wilson Refrigeration	$ 7,585.73	P.S.T. Included
McCabe Refrigeration (Hamilton Ltd)	$ 7,320.00	

All prices are subject to 7% Provincial Sales Tax except as noted.

There are additional cost for electrical to hook up the unit to a power source as well as plumbing costs for water connection. These costs are estimated at $ 1,400.00.

It should be noted that the price does not include a floor which would have to be raised from the corridor level. With a raised floor the kitchen staff would not be able to roll wagons into the unit.

In order to facilitate this, the existing vinyl asbestos tiles have to be removed and replaced with quarry tile which can withstand the cold temperatures. The cost to replace the tiles is $ 844.00 as quoted by Stradwicks.

I recommend that we increase the refrigeration space in the Centre by purchasing a unit from Wilson - Gregory Refrigeration in accordance with their quotation for the cost of $ 7,360.53. The tile to be replaced by Stradwicks and the electrical and plumbing to be completed by local contractors. The total price for the refrigeration unit and all additional costs is $ 9,604.53

Stephen H. Dockman
Operations Manager

Attachment 4.3.1

Hamilton Convention Centre Minutes of August 29, 1986

HAMILTON CONVENTION CENTRE COMMITTEE

REGULAR MEETING

Friday, August 29, 1986
9:00 o'clock a.m.
Room 314, HCC

PRESENT: Alderman R. Wheeler, Acting Chairman
Ms. Judy Gowland
Alderman B. Hinkley
Mr. W. J. Penfold, Director, HCC
Mr. F. Bogden, Director Marketing & Sales, HECFI
Mr. J. A. Leuser, Director Audit/Finance, HECFI
Mrs. B. Goddard, Secretary

ABSENT: Mr. T. E. Yates and
Mr. D. M. Beattie - both out of town

1. Alderman Wheeler informed the meeting that he had been requested by Mr. Yates to take the chair for this meeting as Mr. Yates would be unable to attend.

Minutes of previous meeting

2. Minutes of previous meeting

It was MOVED by Alderman Hinkley, seconded by Ms. Gowland -

THAT THE MINUTES OF THE MEETING HELD FRIDAY, JUNE 27, 1986 BE APPROVED AS CIRCULATED TO THE MEMBERS.

MOTION CARRIED

Director's Report - June/July, 1986

3. Director's Report - June/July, 1986

The Director remarked that although they had been presented to the HECFI Board already, he had included his two reports on the recent IAAM and the Square and Round Dance conventions attended by him for the record of HCC. The Chairman remarked he was impressed with the reports and that he would be interested in hearing the tapes obtained by the Director. The Director mentioned that the seminar in question had been quite incredible, and in answer to a query by the Director of Marketing and Sales, informed the meeting that he had the whole set of tapes.

The Director mentioned that the Square Dancers are very well organized in the Hamilton area, and can now go out and get delegates for the 1988 Convention to be held here. The Director of Marketing remarked that when this particular convention was held in Winnipeg, there were delegates from as far away as Japan. In answer to a query from Alderman Hinkley, the Director informed the meeting that 1987 would be the normal Hamilton and Area convention, but that 1988 would be the big year, with up to 10,000 delegates.

It was reported that June and July had both been over budget with June being busy and July busier than normal - with

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9:00 o'clock a.m.
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It was reported that June and July had both been over budget with June being busy and July busier than normal - with

weddings; although we no longer solicit them, we still get these at the Centre - there were seven in July. The Chairman remarked that we can't turn business away. The Director informed the meeting that as July isn't normally busy, we are able to work on the building, and he listed several items of maintenance etc. which had been carried out.

The Director also informed the meeting that he is, of course, still involved with the Copps Coliseum Concessions and that liquor would be served on the upper level of the west side of the building by September 14, 1986. A number of other areas are also licensed for when needed.

Regarding the Restaurant at Dundurn Castle, the Director informed the meeting that there had been 35 applicants for the Manager's position, and he was just awaiting the Managing Director's return before informing the successful applicant of his selection. After the Manager is officially hired, the budget process will get under way, and the projected opening date would be the middle or end of October. The Chairman expressed his enthusiasm for the undertaking, and was looking forward to its success. Negative feelings from the public were reported by the other two members, but Alderman Hinkley also said the City would not have had to get involved if private enterprise had been able to make it a success.

The Director also reported that of all the municipally-owned convention centres in Canada, Hamilton's had the lowest municipal deficit, mainly due to the 2 1/2 million dollars revenue in food and beverage.

In answer to a query from Ms. Gowland, the Director informed the meeting that the Global System demo had been received and had been loaded in the IBM at HECFI, and could be seen today if she wished. The Director of Finance/Administration reported that the Audit and Finance Committee were making a recommendation to the Board that this be proceeded with.

In answer to a query by Alderman Hinkley regarding Copps Coliseum Concession prices, it was pointed out that during the tours of other facilities, one of the things that was stressed was that prices should start high rather than low, as it was easier to adjust them downwards, but there had been several complaints. The Director reported that this matter had been initiated by the Copps Coliseum Committee, as prices were higher than the tender documents. When approached Volume Services Inc. had been willing to lower prices, and this had been done. In the rush to get things under way, it had not been noticed that the prices were too high. The Director of Finance/Administration confirmed this and pointed out that there had been a lack of co-ordination between sales and operations people at VSI. Even then, it was just a few isolated items and they have been adjusted. The Director

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pointed out that the Director of Purchasing at City Hall had done a check of all similar facilities in Canada and our prices are now comparable.

Correspondence

4. Correspondence

Several items of correspondence, all unsolicited and favourable, were received for information.

Client Evaluations

5. Client Evaluations

Concern was expressed by Alderman Wheeler about the Central Utilities Plant operation and he was assured by the Director that the problems with the computer will be solved as time goes by. The rooms are deliberatly started "cool" so that they don't get too warm later.

"Comment" Box

Alderman Hinkley wished to know why the Client "Comment" Box didn't seem to be taken too seriously, and was informed that most of the comments received were unprintable. Following further discussion, it was agreed that the box should be placed on the Information Desk with a sign inviting people to ask for a card to fill in and deposit. The Marketing Director remarked that at functions in the U.S., the senior wait person would select a few people and ask them to fill in a card and return it. The Director also mentioned that after the last few conventions, he had asked the convenors back to his office, where problems seemed to get sorted out, rather than be a concern which didn't come to the notice of management. This elicited a better response than when functions were in progress. Director

Sales Reports June/July/86

6. Sales Reports for June and July, 1986

It was reported that Sales for June 1986 were $201,359 compared to $123,376 for June 1985.

Actual revenue for the month was $194,930 compared to $227,128 for June of last year. Revenue for the six-month period ended June 30, 1986 was $1,129,204 compared to $1,035,270 for the same period last year.

Projected revenue for the balance of 1986 is $915,103 compared to $543,597 for the same period in 1985.

Sales for July 1986 were reported at $246,626 compared to $185,450 for July 1985.

Actual revenue was $57,316 compared to $35,963 in 1985, and revenue for the seven-month period was $1,186,520 compared to $1,071,233 for the same period in 1985.

Projected revenue for the balance of 1986 is $862,991 compared to $511,175 for the same period in 1985.

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Alderman Hinkley asked if revenue would top $2 million for the year and was informed by the Director this was a distinct possibility. It had done so last year, and this year was going very well.

The Director of Marketing reported that a new summarised form of Sales Report would be ready for the next meeting.

Reductions in rental fees

In answer to a query by Ms. Gowland, the Director explained the formula for reductions made to clients, stating that it is a matter of weighing the food and beverage requirements against the cost of room rental. The Director of Marketing confirmed that in a recent case, a local government group had it firmly explained to them that a reduction could only be made on room rental, and not on food and beverage when the room rental had been waived. The Centre tries to be consistent in its treatment of clients.

Report on recent conventions

The Director of Marketing reported on recent conventions attended by the Sales and Marketing staff, saying that the process of using aggressive follow-up is starting to be effective, but getting rid of Hamilton's image of twenty years ago is hard work. The response gained from the Canadian IAE Conference in Montreal was much better than from the ASAE convention in the States. HECFI hosted a breakfast on the Wednesday and TV 11 provided coverage - the main objective of the Sales team being to solicit attendance for the 1990 IAE Conference in Hamilton, which should bring all the buyers and sellers into our City. He recommended that hoteliers and other members of the industry, in addition to the Director of the Convention Centre and the Sales staff, should be involved together in the 1990 event.

New Marketing and Sales Offices

The Marketing Director reported that the new Sales Office location is progressing - using Meeting Room 3 in Hamilton Place. The designs have been completed and the furniture chosen, and the only remaining problem is the telephone system. The targeted date for move-in is October 1, 1986.

Convention Up-date Group

The Convention Up-date group meets on a regular basis and has been expanded to take in Sales Managers of Hotels, as well as Managers. Messrs. Davidson and Farrauto will continue on the Committee, as well as the Director of Marketing. Ms. Gowland is also on the same committee.

Ms. Gowland, reporting on her involvement, stated that a great deal of discussion centres around HECFI's budget; in a nutshell, she got the impression that the Region feels it should have some of the HECFI budget, and the hotels seem to agree - they do not feel HECFI should have $900,000 to spend all by itself.

Fifth Anniversary

The Marketing Director reported that an (ad hoc) Committee is working on the Fifth Anniversary celebrations for the Centre and there would be a meeting that afternoon.

Proposed new film on HECFI

It was reported that plans for a new film on HECFI are in the works through the Marketing Department, and the Director of Marketing felt that the Region and City should also have a film prepared for tourism and convention purposes, as ours would direct attention only to the three HECFI facilities. The Chairman remarked that he hoped the same film could serve both, thus saving money, but his estimate of how much it would cost was low. The Marketing Director reported he had seen such a film in Montreal, but it was done in segments so that a required part could be shown to any one group. The Convention Centre Director pointed out that the film made five years ago (which lasts for twelve minutes) cost $65,000.

Ms. Gowland stated she had only attended three meetings of the Convention Up-date Group so far and was of the opinion that the different facilities were jealous of each other, and collectively so of the Convention Centre; in previous times, it was the University that found itself in this position.

Possibility of one marketing facility

Alderman Hinkley said he would like to see one big marketing facility with divisions, and Ms. Gowland agreed, pointing out that smaller factions simply do not have the financial resources and would probably rather participate in a larger entity, where more staff would be available to them.

Policy on re-accommodating events

Alderman Wheeler reiterated that the building has been built to be as diversified as possible and shouldn't be expected to turn business away. The Marketing Director pointed out that the Marketing Plan provides that if a nation-wide event is in the works, we will do our best to re-accommodate a smaller one - we are still accepting smaller events, but no longer on a long-term basis.

Financial Report

7. Unaudited Operating Results for the seven-month period ended July 31, 1986

The Director, Audit/Finance, commenced his report by pointing out that, as we do not have to cover expenditures already allowed by the City, this document did not present a true profit/loss statement. He gave a brief explanation of the Summarized Operating Statement for the three facilities, and was complimented by Alderman Wheeler for simplifying what, to him, was admittedly a complicated document. The Alderman was particularly impressed that the term "profit" was not used, as it was truer to refer to an excess of revenues over expenditures, or a budgetary surplus.

The Director, Audit/Finance, proceeded with his report by noting that the budgetary surplus decreased by $16,395 during the month of July, bringing the year-to-date budgetary surplus down to $77,704. The decrease in this amount was due to an $18,875 expenditure in July to refurbish the floor in Chedoke Hall.

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Revenues for the month of July and for the seven-month period to the end of July were as reported in the Sales section of the minutes - actual revenue therefore exceeded both the budget for 1986 and that achieved in 1985.

Food Margin comparison

1986 year-to-date margin	Actual	64.9%
	Budget	65.5%
1985	Actual	66.9%

Beverage Margin comparison

1986 year-to-date margin	Actual	67.4%
	Budget	65.0%
1985	Actual	67.7%

Part-time Labour comparison

With a $3,407.78 adjustment for maintenance, the year-to-date figure was $18,202 over budget - for the month of July it was $6,244 over budget.

Inventories were reported to be in line, and a new report was included at Page 12, which indicates a running total of attendance and revenue. It would be noticed how activity levels fluctuate, and that the valleys in this business are in January and July/August.

Odor and Bacteria Control System

8. Odor and Bacteria Control System

It was reported that this system, which has been installed for a period of five months on a trial basis, has performed satisfactorily, and Management proposes to purchase the system at a cost of $2,104.69, which takes into account a reduction of $128 negotiated by the Operations Manager - representing two months' rent.

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Man

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Transfer of Capital Funds from City to HCC Account

9. Capital Funds - 1986

It was pointed out by the Director that all the items mentioned in the recommendation, namely the Dance Floor ($36,750) Refrigeration Unit ($12,000) and the Odor and Bacteria Control System ($2,500) would be brought back through the Committee (as in the case of the last item, which has been brought to the attention of the Committee for information at this meeting) for approval, if appropriate. The recommendation, if approved, will ensure that funds are available when it becomes necessary to call for them, thus saving time. It was

MOVED by Ms. Gowland, seconded by Alderman Hinkley -

THAT THE BOARD OF DIRECTORS BE REQUESTED TO APPROVE THE TRANSFER OF CAPITAL FUNDS FROM THE CITY OF HAMILTON ACCOUNT TO THE CONVENTION CENTRE CAPITAL ACCOUNT AS FOLLOWS:

Secretary

Operations Manager

DANCE FLOOR	36,750
REFRIGERATION UNIT	12,000
ODOR AND BACTERIA CONTROL SYSTEM	2,500
Total	$51,250

MOTION CARRIED

10% Factor - discontinuance

10. 10% Factor in requests for Capital Funds

This item was included for discussion as a result of a recent meeting of the Audit and Finance Committee.

It was reported that it had in the past been the practice of the Convention Centre Board to include a 10% factor when requesting capital funds, in case any unforeseen circumstance arose which would cause a price increase. This practice had been instituted at the request of the Chairman of the Convention Centre Board. Apparently the Director of Finance/Administration would prefer that this 10% factor be no longer included.

Alderman Hinkley said he understood the reason for this having been done, but to his knowledge the extra amount had never been required, therefore he supported the Director of Finance/Administration's request that the practice be discontinued. It was

MOVED by Ms. Gowland, seconded by Alderman Hinkley,

THAT THE PRACTICE OF INCLUDING A 10% FACTOR IN REQUESTS FOR CAPITAL FUNDS BE DISCONTINUED.

MOTION CARRIED

Access to Convention Information

11. Access to information relating to Conventions

This item was included for discussion on the direction of the Chairman at the last meeting of the Committee.

The Director referred to Page 3 of his report on the IAAM Convention in Edmonton, stating that it appeared most Convention Centres do not give out information. He recommended that enquiries should be directed to the Tourist and Convention facility of the Region.

The Director of Marketing stated that the Convention Up-date Group was establishing a listing of confirmed conventions and community effect spin-off. Part of the philosophy of membership in the group was that members would receive information on conventions. He suggested that when a convention is confirmed, a media conference should be arranged for the announcement of Hamilton's selection as its venue. At that time the contact person would be present and anyone interested would then be able to follow up. It was also suggested that contact people be requested to review a list of support firms available - they may realize they need professional assistance in certain areas. Alderman Hinkley confirmed from his own knowledge that this was the case. Ms. Gowland said that although many people are quite adamant about their name not being given out, most do not object to being referred to the Visitor and Convention Bureau.

"Ganging" of Chairs and repairs to same

12. Report regarding Chairs

It was reported that, at a cost of almost $2,000, all the chairs at the Centre had now been "ganged" in accordance with Fire Department regulations, and that the burrs which could damage clothing, had been filed smooth.

Up-date on MacNab Arms Restaurant

13. Up-date on MacNab Arms Restaurant

The Director informed the Committee that, as mentioned in his report, hiring of the manager is almost finalized, and the hiring of the chef will follow - he hopes to work with HECFI on "selling" the restaurant, and the Committee members were in agreement that with good food and service and a clean facility, the venture should be very successful. Ms. Gowland again mentioned that some people were wondering why the City should be getting into the restaurant business, but Alderman Hinkley pointed out that if private enterprise were making a success of it, the City would have been only too pleased.

Promotional Activities - H.S.R.

14. Proposal by Hamilton Street Railway - Promotional Activities

This item was included in the Agenda in response to a request from the Board of Directors. The proposal from the Hamilton Street Railway was that free bus rides should be instituted for ticket-holders for events at Copps Coliseum. Each facility Committee had been asked to consider the matter and state whether or not they would support such a scheme. Alderman Hinkley pointed out that a system using cards to be punched by bus drivers was already in effect and had been

used by the NDP during their conventions - in fact it had been implemented on the first occasion they came here. It was

MOVED by Alderman Hinkley, seconded by Ms. Gowland -

THAT THE HAMILTON CONVENTION CENTRE APPROVE IN PRINCIPLE THE CONCEPT OF HAMILTON STREET RAILWAY PROVIDING FREE RIDES TO TICKET-HOLDERS FOR EVENTS AT COPPS COLISEUM, SUBJECT TO AN APPROPRIATE FINANCIAL ARRANGEMENT BEING AGREED UPON. Secretary

MOTION CARRIED

Date of next meeting

15. Date of next meeting

It was agreed that the date of the next meeting would be September 26, 1986. Secretary

Adjournment

16. Adjournment

It was MOVED by Alderman Hinkley, seconded by Ms. Gowland -

THAT THE MEETING ADJOURN, AT 11:15 O'CLOCK A.M.

MOTION CARRIED

Taken as read and approved,

Alderman R. Wheeler
Acting Chairman
Hamilton Convention Centre
Committee

B. Goddard
Secretary

Attachment 4.4

Audit & Finance Tenth Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

REPORT OF THE AUDIT/FINANCE COMMITTEE

To The Hamilton Entertainment and Convention Facilities Inc.

Members of the Board:

The Audit/Finance Committee presents its **TENTH** Report and respectfully recommends:

1. (a) That the attached Job Fact Sheet (attached as Schedule "A") for the position of Accounting Clerk (MacNab Arms' Restaurant) for The Hamilton Entertainment and Convention Facilities Inc. be authorized and classified in Salary Schedule 105C (1986 Rate), $20,432.36, $21,518.64, $22,496.76, $23,474.36, $24,453.00 per annum for a one-year contract, subject to the salary study;

   (b) That the position be posted internally by the Director of Human Resources of the City of Hamilton and in the event that a suitable candidate can not be selected from within organizations of the City of Hamilton, including HECFI, that the Director of Human Resources be authorized to advertise the posting outside.

   (c) That the applicable portion of the cost of this position be charged back to the operating statement of the MacNab Arms' Restaurant on the basis of time spent.

   Note: The salary classification for the position has been determined by the City's Human Resources Department. It will be reviewed by the salary consultants prior to being posted. The position is expected to be filled no earlier than two weeks prior to the opening of the restaurant.

The following are items for information only:

1. The Unaudited Operating Results of HECFI for the Eighth-Month Period ended August 31, 1986 attached as Schedule "B".

2. The Unaudited Operating Results of the Central Utilities Plant for the Eighth-Month Period ended August 31, 1986 attached as Schedule "C".

3. Mr. Michael Collyer, of Spicer MacGillivray, the partner in charge of the audit for HECFI advised Mr. John A. Leuser, Director of Finance and Administration, that HECFI's internal controls are operating effectively and that consequently, the interim audit had nothing further to report.

4. The Status Report on the Compensation Study is attached as Schedule "D".

RESPECTFULLY SUBMITTED

"W. H. McFarland" "J. Mills"

W.H. McFARLAND, CHAIRMAN
AUDIT/FINANCE COMMITTEE

J. Mills

Joan M. Mills, Secretary
Audit/Finance Committee
September 30, 1986

Schedule "A" referred to in Section 1(a) of the TENTH Report of the Audit Finance Committee

THE CORPORATION OF THE CITY OF

City Hall, 71 Main Street West, Hamilton, Ontario L8N 3T4

September 22, 1986

Mr. J. Leuser,
Director of Finance and Administration,
Hamilton Entertainment and Convention Facilities Inc.

Dear Sir:

RE: Position of Accounting Clerk I -
MacNab Arms Restaurant

I have reviewed the above mentioned position as requested in your Memorandum of September 10, 1986.

The position was evaluated in Salary Schedule 105C, $20,432.36 - $24,453 per annum.

If you require any further information, please give me a call.

Yours truly,

Wendy Anderson

:wa

Mrs. Wendy Anderson,
Wage and Salary Research
Officer and Training Officer.

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton Ontario
Canada L8R 3L4

Tel 416/526-4450

REF:

JOB FACT SHEET

This questionnaire asks you about your job–what you do. It is not concerned with your performance on the job. Please take time (we estimate about one hour) to complete it accurately. Attach extra pages or examples if necessary.

When you have finished, give it to your immediate supervisor. Your supervisor will review it with you. Each of you sign it when you are satisfied with it. Then return one legible copy as directed.

1 POSITION IDENTIFICATION

Organization H.E.C.F.I.

Division or Department FINANCE & ADMINISTRATION

Name NEW POSITION

Position Title ACCOUNTING CLERK I

Title of Immediate Superior ACCOUNTING SUPERVISOR

Branch or Section

Location MacNAB ARMS RESTAURANT

Date SEPTEMBER 9, 1986

Approved _____ (Employee) _____ (Supervisor) _____ (Manager)

2 JOB DESCRIPTION

Consider the major activities or responsibilities you undertake (usually 3 to 6 of them). Describe each of them, by a phrase, at the top of each box. Estimate (to the nearest 5%) the percentage of time per year you spend on each. Then describe each activity using details or examples.

Activity A: ACCOUNTING / AUDITING DUTIES AT MacNAB ARMS RESTAURANT, DUNDURN CASTLE (60 %)

▶ SEE ATTACHED

Activity B: ASSIST WITH PREPARATION OF MONTHLY HECFI & CUP FINANCIAL STATEMENTS (25 %)

▶
- Assist with monthly expenditure and revenue accruals.
- Insert preliminary figures from City listings on financial statement working papers (approximately 55 papers of detail).
- Add in all accruals and extend to find balances.
- Calculate the monthly year to date and percentages for the statements.
- Assist in determining why variances from budget exist.
- Assist with preparation of monthly supplementary financial statements.

Activity A - Accounting/Auditing Duties at MacNab Arms, Dundurn Castle - 60%

1. Auditing and controlling on a daily basis pre-numbered erasure-proof waiter's restaurant checks as a control over cash collected;

2. Pricing and extending on a daily basis the "Flow Analysis Chart" report (number of food and beverage items on the menu produced or consumed) which is submitted by the Chef and Manager. This report is reconciled to the daily sales figures for food and beverage;

3. Preparing the bank deposit and arranging three times a week for transportation to the bank by Brinks;

4. Arranging on a weekly basis coinage and change delivery by Brinks (to be co-ordinated with Brinks deposit pick-ups);

5. Verifying on a weekly basis each Waiter's Traffic Sheet (which is prepared daily) back to each waiter's checkbook;

6. Preparing weekly time sheets from time schedules (maintained by the Chef and Manager) and a gratuities' report for submission to Corporate as source documents for part-time payroll preparation;

7. Making disbursements from petty cash. Note in the restaurant business payments in cash occasionally must be made for supplies;

8. Preparing and submitting on a weekly basis to Corporate reimbursements for petty cash;

9. Recording general cheques issued in a cheque register;

10. Recording the daily cash report prepared by the cashier and checked by the Manager in a cash receipts journal;

11. Maintaining a food and beverage purchase journal and a sales journal in addition to a cheque register and a cash receipts journal;

12. Maintaining custody of the cheque book, the petty cash fund and cash floats in the safe;

Activity C: GENERAL ACCOUNTING (15 %)

- Assist the Accounting Supervisor and Comptroller in reconciling and analyzing accounts and the preparation of reports.
- Fill in for other accounting clerks when they are on holidays or ill.
- Assist other employees during peak activity periods.
- Other duties as assigned by the Accounting Supervisor, Comptroller, and the Director of Finance and Administration.

Activity D: _____ (%)

Activity E: _____ (%)

3 EDUCATION AND SPECIFIC TRAINING

(a) **What should be the minimum schooling or formal training for a new person on this job.?**
High School Diploma, Accounting courses

(b) **Is a Provincial or other vocational or professional certification or degree:** Mandatory ☐ Preferred ☐ **Please Specify:** _____

(c) **What special skills or training are needed to perform job or operate equipment?**
Judgement, adaptability, good written and oral communication skills. Typing skills, bookkeeping and operational experience in a food and beverage operation (re: restaurant, hotel). Ability to work with minimal supervision.

4 EXPERIENCE

How much concentrated, "on-the-job" learning time should be required for a new person with education as in 3 to achieve competence on this job? (Experience may be gained on this and/or preceding jobs.)

About: 1 month ☐ 3 months ☐ 6 months ☐ 1 year ☐ 2 years ☐
3 years ☐ 5 years ☒ 7 years ☐ 10 years ☐ More ☐

5 INITIATIVE (INDEPENDENCE OF ACTION)

(a) List 3 decisions you make or duties you perform without reference to superiors or subsequent checks.

1. Co-signing cheques
2. Preparation of internal management reports e.g.- Flow Analysis Chart.
3. Auditing and controlling restaurant cheques and waiter traffic control sheets.

(b) List 3 decisions on which you seek consultation with, or approval from a superior.

1. Authorization for cheque requisitions
2. Verification of Sales Reports for L.C.B.O.
3. Verification of cash deposits and journal entries

(c) What guidelines, procedures, manuals etc. are available to guide your decision-making and actions?

Standards are set by the Comptroller and the Director of Finance and Administration.

(d) What financial responsibilities does your job involve? e.g. budget of $50,000; sales of $200,000.

Verify and monitor annual sales of $300,000 and expenses of $300,000.

6 IMPACT OF ERRORS

Describe 2 typical major errors that could **reasonably** be made in your job, even with due care.
Indicate the worst consequences e.g. waste, delays, time lost, money lost, injury, damage, effect on people.

1. Loss of revenue - a failure to verify, control and reconcile restaurant checks to cash collected and the waiter's traffic sheet.
2. Delays in payments to suppliers - credit may be revoked. Poor credit rating resulting. Discounts may be lost resulting in financial losses. Suppliers may refuse to ship resulting in expensive substitutions or not being able to service our clients well. Errors on payroll data could res in labour problems or overpayments.

7 WORKING WITH OTHERS (Excluding those supervised-See 9)

With whom are you required to work in doing your job? Use titles.

	Position Contacted	How Often	Purpose
(a) Within organization	Manager - MacNab Arms	Daily	Monitoring controls, results and purchases.
	Chef - MacNab Arms	Daily	
	Accounting Supervisor	Daily	Bookkeeping, Accounts Payable, payroll, General Accounting.
	Comptroller/Director of Fin./Admin.	Twice a week	
(b) Outside organization	Bank Officials	Three times a week	Bank deposits and cash float requirements.
	Accounts payable clients	Daily	Payment of invoices and obtaining credits.

13. Co-signing cheques for purchases of liquor, beer and wine;

14. Preparing and submitting to Corporate journal vouchers to record the cheque register, the cash receipts journal, the monthly inventory count and issues to and from the bar and food inventories;

15. Maintaining perpetual price and quantity records on inventory purchases so that the inventory counts can be valued weekly or monthly. These records will also be required for audit purposes;

16. Extending and pricing on a weekly basis food and beverage inventory counts taken by the Chef and Manager;

17. Preparing on a weekly basis a part-time labor cost report and a food and beverage margin report;

18. Preparing cheque requisitions and forwarding package to HECFI Finance for final approval;

19. Preparing monthly accounts payable accruals for inclusion in the financial statement;

20. Matching purchase orders to suppliers' invoices and ensuring that the invoice has been signed as received and approved for payment by the Manager;

21. Maintaining a file of unmatched purchase orders and suppliers' invoices;

22. Preparing various other reports, such as a taxable sales report for provincial sales tax purposes and sales reports for the L.C.B.O., for submission to Corporate;

23. Maintaining attendance records (vacation, sickness, etc.); and

24. Submitting various records and reports to Corporate, the Convention Centre, the Manager and Chef of the Restaurant.

8 SUPERVISION EXERCISED

Note and describe any supervisory duties which you exercise.

(a) Assign and check work of others doing similar work to yours. Who? N/A

(b) Provide technical guidance to other staff. Who? MacNab Restaurant staff

(c) Supervise a small group: assign the work to be done, the methods to be used, take responsibility for all the work of the group.

(d) Direct the work, practices, procedures of a major work unit. Establish the unit's priorities, control budgets and costs, work quality.

(e) Other (specify)

9 EMPLOYEES SUPERVISED

Indicate the total number of staff for whose work you are fully accountable.

	1-3	4-10	11-20	21-30	31-60	61-150	151 Plus
Full-time Employees							
Part-time Employees							

INDIRECT SUPERVISION OF WAIT STAFF.

Full-time Equivalent _____

10 PHYSICAL AND VISUAL DEMANDS

Check the appropriate level(s)

Condition	Percent of Time				
	0%	Under 20%	20-40%	40-70%	Over 70%
Few exceptional demands (e.g. typical office)					X
Climbing, lifting, etc. eg. _____					
Heavy physical effort eg. _____					
Intense visual concentration eg. _____					

11 WORKING CONDITIONS

(a) Give examples of any unpleasant aspects, e.g. heat, cold, fumes, noise, outside work, infection, danger.

Comparable to standard office. Good

Minor disadvantages, e.g.

Major unpleasant aspects, e.g. Lack of office space at the restaurant

(b) What is your scheduled work week? 35 hrs.

What, if any, shift work do you have? None

Other unusual hours? On call? On call in the event of cash problem

(c) Travel out-of-town: % time away? N/A (%)

Driving vehicle: % time? Travelling between the restaurant and Corporate Department (5 %)

12 CONFIDENTIALITY

Confidentiality considers the integrity and discretion necessary to safeguard confidential data handled or obtained in the normal performance of your duties. Place a check mark beside the paragraph that most appropriately describes your situation. If you feel further explanation is required or none of these categories is applicable, please comment in the space below.

If applicable, describe the impact of disclosure of confidential information in the space below.

☐ Regular work involves little or no contact with confidential data or information.

☐ Occasional contact (i.e., monthly) with some confidential information where disclosure may have a moderately adverse internal and/or external effect.

OR:

☒ Regular contact (i.e, daily) with substantial confidential information where disclosure would have an embarrassing, but not necessarily harmful, effect, either internally or externally.

☐ Regular work with confidential data. Disclosure would have a harmful effect on the organization.

IMPACT/COMMENT:

- Access to pricing and costing information which if circulated could effect our competitive position.
- Access to the corporation's over all financial operating results and performance which includes confidential schedules not available to the public
- In start up stages, information regarding the restaurants' operations could be sensitive in nature.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

UNAUDITED OPERATING RESULTS FOR THE

EIGHT MONTH PERIOD ENDED AUGUST 31, 1986

Schedule 'B' referred to in Section 1 of Information Items, of the TENTH Report of the Adit/Finance Committee

HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

BALANCE SHEET

AS AT AUGUST 31, 1986

ASSETS		LIABILITIES AND RESERVES	
CURRENT	$	CURRENT	$
CASH	14,500	ACCOUNTS PAYABLE AND ACCRUALS	476,440
ACCOUNTS RECEIVABLE	740,239	ADVANCE TICKET SALES AND DEPOSITS	988,699
PREPAIDS	31,001	UNREDEEMED GIFT CERTIFICATES	83,855
INVENTORIES	82,701		
DUE FROM CITY OF HAMILTON	721,969	TOTAL CURRENT LIABILITIES	1,548,994
		RESERVES	41,416
TOTAL ASSETS	$ 1,590,410	TOTAL LIABILITIES AND RESERVES	$ 1,590,410

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

A SUMMARIZED CONSOLIDATED OPERATING STATEMENT

	CONVENTION CENTRE		HAMILTON PLACE		COPPS COLISEUM		CORPORATE (COMMON TO THREE FACILITIES)		CONSOLIDATED			
	The EIGHT Month Period Ended AUGUST 31, 1986		The EIGHT Month Period Ended AUGUST 31, 1986		The EIGHT Month Period Ended AUGUST 31, 1986		The EIGHT Month Period Ended AUGUST 31, 1986		The EIGHT Month Period Ended AUGUST 31, 1986		Annual Budget For 1986	% of 1986 Annual Budget Spent or Achieved
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
evenue	$ 1,073,855	1,296,950	879,900	919,731	975,133	952,439	338,582	354,263	3,267,470	3,523,383	5,688,340	61.9
xpenditures	1,354,628	1,469,505	1,238,480	1,313,813	1,030,024	858,382	1,555,524	1,149,028	5,178,656	4,790,728	8,120,910	59.0
xcess of Expenditures Over Revenue rom Operations	280,773	172,555	358,580	394,082	54,891	(94,057)	1,216,942	794,765	1,911,186	1,267,345	2,432,570	52.1
ontribution from he City of ilton	280,773	280,773	358,580	358,580	54,891	54,891	1,216,942	1,216,942	1,911,186	1,911,186	2,432,570(1)	78.6
udgetary Surplus	$ NIL	108,218	NIL	(35,502)	NIL	148,948	NIL	422,177	NIL	643,841	$ NIL	
ESS Budgetary Surplus JULY 31, 1986		77,704		(17,587)		125,215		314,970		500,302		
udgetary Surplus ncrease (Decrease) ver Previous Month		30,514		(17,915)		23,733		107,207		143,539		

1) Includes the 1985 surplus of $278,000 carried forward to 1986.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON CONVENTION CENTRE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of August 1986	Budgeted Operating Results For The Eight Month Period Ended August 31, 1986	Actual Operating Results For The Month of August 1986	Actual Operating Results For The Eight Month Period Ended August 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
REVENUE:						
RENTALS AND LICENCE FEES	$ 383,000	14,330	208,590	25,529	$ 202,261	52.8
FOOD AND BEVERAGE	1,482,000	84,700	799,700	78,292	1,034,553	69.8
RECOVERIES	82,300	3,700	52,700	1,709	39,088	47.5
OTHER	25,800	1,200	12,865	1,990	21,048	81.6
	$ 1,973,100	103,930	1,073,855	107,520	$ 1,296,950	65.7
EXPENDITURES:						
ADMINISTRATION	$ 298,740	24,444	197,281	8,950	$ 175,163	58.6
MAINTENANCE	329,660	27,243	218,828	27,289	219,897	66.7
OPERATIONS	77,120	5,850	49,037	5,681	49,104	63.7
SECURITY	92,000	7,667	61,334	7,052	59,890	65.1
FOOD AND BEVERAGES - ADMINISTRATION AND CLIENT SERVICES	111,680	9,652	76,355	8,693	65,638	58.8
FOOD AND BEVERAGE - KITCHEN	593,540	42,574	342,329	37,661	439,772	74.1
FOOD AND BEVERAGE - BANQUET	695,820	39,259	409,464	34,439	460,041	66.1
	$ 2,198,560	156,689	1,354,628	129,765	$ 1,469,505	66.8
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$ 225,460	52,759	280,773	22,245	$ 172,555	76.5

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
HAMILTON PLACE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of August 1986	Budgeted Operating Results For The Eight Month Period Ended August 31, 1986	Actual Operating Results For The Month of August 1986	Actual Operating Results For The Eight Month Period Ended August 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
REVENUE:						
RENTALS AND LICENCE FEES AND SHOW REVENUE - GREAT HALL	$ 322,000	15,200	207,500	(4,032)	$ 102,437	31.8
RENTALS, LICENCE FEES AND SHOW REVENUE - STUDIO THEATRE	62,200	-	40,100	-	33,094	53.2
OTHER RENTALS	50,500	3,400	33,100	3,998	38,563	76.4
FOOD AND BEVERAGE	214,000	9,200	137,600	9,205	99,856	46.7
RECOVERIES	705,040	33,400	450,600	167,167	623,668	88.5
OTHER	31,800	100	11,000	667	22,113	69.5
	$ 1,385,540	61,300	879,900	177,005	$ 919,731	66.4
EXPENDITURES:						
ADMINISTRATION	$ 377,580	30,100	256,100	29,251	$ 246,859	65.4
MAINTENANCE	255,020	18,700	167,600	17,094	150,863	59.2
MEETING ROOMS	4,800	400	3,200	(15)	1,850	38.5
FRONT OF HOUSE	130,100	7,000	82,400	3,589	70,103	53.9
OPERATION - SPECIFIC SHOW EXPENSES	582,000	29,240	380,380	165,491	557,577	95.8
SECURITY	57,200	4,700	37,600	4,595	36,700	64.2
STAGE - PROPERTY	310,640	26,200	199,600	35,714	182,264	58.7
BEVERAGE AND CATERING	179,800	7,900	111,600	2,141	67,597	37.6
	$ 1,897,140	124,240	1,238,480	257,860	$ 1,313,813	69.3
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$ 511,600	62,940	358,580	80,855	$ 394,082	77.0

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
COPPS COLISEUM
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of August 1986	Budgeted Operating Results For The Eight Month Period Ended August 31 1986	Actual Operating Results For The Month of August 1986	Actual Operating Results For The Eight Month Period Ended August 31 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
REVENUE:						
RENTALS, LICENCE FEES AND SHOW REVENUES	$ 891,500	26,000	486,500	-	$ 538,323	60.4
FOOD AND BEVERAGE CONCESSIONS	380,000	11,100	206,900	-	136,472	35.9
RECOVERIES	455,700	13,310	248,410	4,570	264,142	58.0
OTHER	60,000	4,473	33,323	117	13,502	22.5
	$ 1,787,200	54,883	975,133	4,687	$ 952,439	53.3
EXPENDITURES:						
ADMINISTRATION	$ 320,580	26,423	213,014	10,080	$ 190,827	59.5
MAINTENANCE	562,180	34,567	347,021	(13,372)	212,099	37.7
EVENT PLANNING/OPERATIONS	566,590	41,185	364,122	28,153	300,613	53.1
IATSE PAYROLL	-	-	-	-	29,808	-
SECURITY	184,460	7,825	105,867	11,210	125,035	67.8
	$ 1,633,810	110,000	1,030,024	36,071	$ 858,382	52.5
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$ (153,390)	55,117	54,891	31,384	$ (94,057)	61.3

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CORPORATE
SUMMARY OF REVENUE AND EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of AUGUST 1986	Budgeted Operating Results For The EIGHT Month Period Ended AUGUST 31, 1986	Actual Operating Results For The Month of AUGUST 1986	Actual Operating Results For The EIGHT Month Period Ended AUGUST 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
REVENUE						
BOX OFFICE	$ 350,000	13,200	212,200	29,081	$ 234,097	66.9
RECOVERIES	66,500	3,100	42,500	10,656	41,407	62.3
OTHER	126,000	9,941	83,882	8,518	78,759	62.5
	$ 542,500	26,241	338,582	48,255	$ 354,263	65.3
EXPENDITURES						
ADMINISTRATION	$ 679,690	57,265	450,630	45,886	$ 415,421	61.1
MARKETING	1,292,470	150,802	836,294	80,444	537,623	41.6
BOX OFFICE	419,240	24,000	268,600	20,544	195,984	46.7
	$ 2,391,400	232,067	1,555,524	146,874	$ 1,149,028	48.0
EXCESS OF EXPENDITURES OVER REVENUE FROM OPERATIONS	$ 1,848,900	205,826	1,216,942	98,619	$ 794,765	43.0

NOTE: The revenue and expenditure detail on the above balances is available upon request.

THE CENTRAL UTILITIES PLANT

UNAUDITED OPERATING RESULTS FOR THE SEVEN MONTH

PERIOD ENDED AUGUST 31, 1986

Schedule 'C' referred to in Section 2 of Information Items, of the TENH Report of the Audit/Finance Committee

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
.CENTRAL UTILITIES PLANT
SUMMARY OF EXPENDITURES

Description	Annual 1986 Budget	Budgeted Operating Results For The Month of August 1986	Budgeted Operating Results For The Eight Month Period Ended August, 31 1986	Actual Operating Results For The Month of August 1986	Actual Operating Results For The Eight Month Period Ended August 31, 1986	Percentage of Total 1986 Annual Budget Spent or Achieved
EXPENDITURES:						
OPERATIONS	$ 532,000	44,333	354,823	49,347	$ 375,170	70.5
RECOVERY FROM USERS	(544,980)	(37,000)	(388,900)	(36,726)	(332,663)	61.0
MAINTENANCE	594,050	49,504	396,008	36,448	347,217	58.4
CITY HALL	225,760	21,976	154,452	13,905	168,383	74.6
HAMILTON CENTRAL LIBRARY	260,740	16,146	187,492	19,768	179,871	69.0
HAMILTON FARMERS MARKET	33,330	2,100	24,000	2,571	23,697	71.1
HAMILTON CONVENTION CENTRE	224,680	9,650	140,600	14,060	159,645	71.1
HAMILTON PLACE	253,110	12,358	172,116	13,775	188,850	74.6
COPPS COLISEUM	497,000	23,500	289,200	21,261	215,153	43.3
PEDESTRIAN ARCADE/OVERPASS	40,900	2,841	27,082	2,038	21,599	52.8
ONTARIO GOVERNMENT BUILDING	214,530	15,000	139,400	12,581	127,200	59.3
PARKING AUTHORITY - UNDERGROUND	96,300	5,050	71,350	(5,591)	53,920	56.0
ART GALLERY	118,110	6,900	82,100	7,591	69,637	59.0
EXPENDITURES TOTAL	$ 2,545,530	172,358	1,649,723	151,028	$ 1,597,679	62.8
MUNICIPAL CONTRIBUTION	$ 2,545,530	172,358	1,649,723	172,358	$ 1,649,723	64.8
BUDGET SURPLUS (DEFICIT)	$ NIL	NIL	NIL	21,330	$ 52,044	

NOTE: The expenditures detail on the above balances is available upon request.

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule 'D' referred to in Section 4 of Information Items, of the TENTH Report of the Audit/Finance Committee

FROM John A. Leuser, Director of Finance and Administration
Name & Title

DATE September 24, 1986

FOR ACTION ☐ FOR INFORMATION ☒ File No. _____

TO: BOARD ☒ (OR) AUDIT AND FINANCE Committee ☒

SUBJECT: STATUS REPORT ON THE COMPENSATION STUDY

COMMENTS

The Compensation Study is proceeding as schedule.

The Consultants received all of the completed job description forms for all H.E.C.F.I. staff on September 15, 1986.

On September 15, 1986 Mr. Scott MacCrimmon and Mr. David Murray of Stevenson Kellogg Ernst & Whinney met with the Managing Director/Chief Executive Officer and myself for some initial background information on the job fact sheets and the organization charts. Mr. MacCrimmon then proceeded to interview all of the senior management personnel with the exception of the Managing Director/Chief Executive Officer whose interview was rescheduled.

Mr. David Murray interviewed all of the other H.E.C.F.I. staff on September 15, 16, 17, 18, 19 and 24.

The general comments I've received from my staff and others are that they are appreciative of the opportunity they have been given to be interviewed by the Consultants. I, therefore, congratulate this Committee and the Board for their decision to have all H.E.C.F.I. staff interviewed.

The following steps in the process remain:

(1) The Consultants will now be preparing a ladder ranking chart (without dollars assigned) for each department which will be reviewed with the applicable Director of that department. In the event that a dispute arises between the Director and the Consultant on the relative ranking of positions within a department, the Consultants will resolve it with the Managing Director/Chief Executive Officer.

(2) The next step in the process will involve the preparation of a ladder ranking chart (without dollars assigned) for H.E.C.F.I. overall. This ladder chart will be reviewed and discussed with the Managing Director/Chief Executive Officer. The purpose of this step will be to ensure ranking consistency across departments within H.E.C.F.I.

(3) Upon completing the H.E.C.F.I. ladder ranking chart the Consultants will then conduct their market survey of salaries. Based on this survey, a salary structure will be developed for H.E.C.F.I.

(4) In November, a draft report will be presented to the Audit & Finance Committee for its review.

John A. Leuser, C.A.
Director of Finance
and Administration

JAL:ks

Attachment 4.4.1

Audit & Finance Committee Minutes of September 2, 1986

THE HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

AUDIT & FINANCE COMMITTEE

Tuesday, September 2, 1986
12:00 Noon
Copps Coliseum Board Room

REGULAR SESSION

PRESENT:
Mr. W. McFarland, Chairman
Mr. S. Cino, Committee Member
Alderman B. Hinkley, Committee Member
Dr. C. Bart, Committee Member
Mr. D. Hector, Committee Member

ALSO PRESENT:
Mr. B. K. Conacher, Managing Director/ Chief Executive Officer, HECFI
Mr. J. A. Leuser, Director of Finance and Administration, HECFI
Mr. T. B. Burrows, Director of Hamilton Place
His Worship Mayor R. M. Morrow (1:15 - 1:45 p.m.)
Mr. E. C. Matthews, City Treasurer
Mr. R. DiFilippo, Comptroller
Joan Mills, Committee Secretary

1. Chairman's Remarks

The Chairman welcomed everyone present. The Secretary confirmed that the Committee Members had been duly notified and the meeting was called to order. The Secretary informed the Chairman that the delegation representing the National Congress of Italian Canadians - Hamilton District (NCICHD) would not attend due to Mr. Enzo Galano of the NCICHD being ill.

2. Minutes of Previous Meeting

It was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT THE JULY 2, 1986 REGULAR AND IN/CAMERA MINUTES BE ACCEPTED AS CIRCULATED.

MOTION CARRIED.

3. Motion to Move In-Camera

MOVED by Mr. Cino, seconded by Mr. Hector

THAT THE IN-CAMERA SESSION BE CONVENED.

MOTION CARRIED.

The following motions were carried during the In-Camera Session:

1. THE COMMITTEE REVIEWED A STAFF REPORT ON AN ACCOUNTS RECEIVABLE ACCOUNT FOR THE NATIONAL CONGRESS OF ITALIAN-CANADIANS - HAMILTON DISTRICT AND DIRECTED STAFF AS FOLLOWS:

   (A) THAT MR. THOMAS B. BURROWS, DIRECTOR OF HAMILTON PLACE PREPARE A REPORT TO THE AUDIT/FINANCE COMMITTEE DENYING STATEMENTS MADE BY MR. ENZO GALANO, CHAIRMAN, COLUMBUS COMMITTEE, NATIONAL CONGRESS OF ITALIAN-CANADIANS - HAMILTON DISTRICT, CONTAINED IN HIS LETTER OF AUGUST 22, 1986 ADDRESSED TO MR. W. McFARLAND, CHAIRMAN, AUDIT AND FINANCE COMMITTEE.

   (B) THAT MR. JOHN A. LEUSER, DIRECTOR OF FINANCE AND ADMINISTRATION PREPARE A LETTER ADDRESSED TO MR. ENZO GALANO, CHAIRMAN, COLUMBUS COMMITTEE, WITH COPIES TO MR. CONO SPITALE, PRESIDENT NCICHD, MR. DENNIS CARSON, EXECUTIVE ASSISTANT TO THE MAYOR AND THE FINANCIAL COLLECTION AGENCY, ON BEHALF OF THE AUDIT/FINANCE COMMITTEE AS FOLLOWS:

(I) ACKNOWLEDGING RECEIPT OF HIS LETTER OF AUGUST 22, 1986 ADDRESSED TO MR. W. McFARLAND, CHAIRMAN OF THE AUDIT AND FINANCE COMMITTEE;

(II) REGRETING THAT HE AND HIS DELEGATION WERE UNABLE TO ATTEND THE AUDIT/ FINANCE COMMITTEE ON SEPTEMBER 2, 1986;

(III) DENYING THE OFFER TO SETTLE IN FULL IN THE AMOUNT OF $4,700.00;

(IV) ENCLOSING ALL BACKGROUND MATERIAL REGARDING THIS EVENT;

(V) INVITING HIM AND HIS DELEGATION TO ATTEND THE NEXT AUDIT/FINANCE COMMITTEE MEETING SCHEDULED FOR SEPTEMBER 30, 1986;

(VI) ADVISING HIM THAT FAILURE TO APPEAR WILL RESULT IN US PURSUING OUR LEGAL RIGHTS IN THIS MATTER.

2. THAT THE ACCOUNTS RECEIVABLE ACCOUNT FOR THE HAMILTON EAST RIDING ASSOCIATION/THE HONOURABLE JOHN MUNROE IN THE AMOUNT OF $4,403.33 BE REVIEWED WITH FULL DOCUMENTATION AT THE NEXT MEETING OF THE AUDIT/FINANCE COMMITTEE.

MOVED by Mr. Hector, seconded by Mr. Cino

THAT THE IN-CAMERA SESSION BE ADJOURNED AND THE REGULAR SESSION BE RECONVENED.

MOTION CARRIED.

4. Unaudited Results for HECFI

The Committee reviewed in detail the Director of Finance and Administration's report on the unaudited operating results of HECFI for the month of July, 1986 and the seven month period ended July 31, 1986. It was noted that HECFI's budgetary surpluses for the month and the seven month period were $29,606 and $500,302 respectively.

The detail comprising these figures was as follows:

	Budgetary Surplus (Deficit)	
	For The Month of July 1986	For The Seven Month Period Ended July 31, 1986
Hamilton Convention Centre	$(16,395)	$ 77,704
Hamilton Place	(4,187)	(17,587)
Copps Coliseum	18,358	125,215
Corporate	31,830	314,970
	$ 29,606	$500,302

It was

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE CONSOLIDATED UNAUDITED RESULTS FOR HECFI FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 1986 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

5. Unaudited Operating Results for CUP for the Seven Month Period Ended July 31, 1986

The Committee reviewed in detail the Director of Finance and Administration's report on the unaudited operating results of the Central Utilities Plant for the month of July and the seven month period ended July 31, 1986. It was noted that the CUP's budgetary surplus (deficit) for the month and seven month period were ($7,999) and $30,714, respectively.

It was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT THE UNAUDITED RESULTS FOR THE CENTRAL UTILITIES PLANT FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 1986 BE ACCEPTED AS CIRCULATED FOR SUBMISSION TO THE BOARD.

MOTION CARRIED.

6. Timetable for the Preparation and Review of:

6.1 1987 Operating Budget Estimates

The Committee reviewed the recommendation made by Mr. John A. Leuser, Director of Finance and Administration, which outlined a timetable to be followed by HECFI respecting the 1987 Operating Budget Estimates. It was noted that City Council, at its August 26, 1986 meeting, approved a timetable for the preparation and review of the 1987 Operating Budget Estimates. In order to meet their timetable, HECFI's budget process must be completed no later than November 28, 1986 in order to allow the City's Executive Committee to review HECFI's budget estimates on December 4, 1986. It was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT THE TIMETABLE FOR THE PREPARATION AND REVIEW OF THE 1987 OPERATING BUDGET ESTIMATES BE AS FOLLOWS:

September 19, 1986	Deadline for completed budget submissions to be submitted to Finance and Administration.
Sept. 22-Oct. 17, 1986	Finance and Administration monitors and assembles budgets; Managing Director/CEO reviews budgets with senior managers; Finance and Administration prepares budgets for review by Committees of the Board.
Oct. 20 - Nov. 4, 1986	The Committees of the Board review budgets during their scheduled meetings in October or at special meetings called specifically for budget review.
Month of November, 1986	Completion of budget review by Committees of the Board during their scheduled meetings in November or at special meetings called specifically for budget review.
November 28, 1986	The Board of Directors to approve the 1987 Operating Budget Estimates at a special meeting.

December 4, 1986	Presentation of the 1987 Operating Budget Estimates to City's Executive Committee.

MOTION CARRIED.

6.2 1987-1991 Capital Budget

The Committee reviewed the recommendation from Mr. John A. Leuser, Director of Finance and Administration which displayed the timetable for the preparation and review of the 1987 - 1991 Capital Budget. The Committee noted that City Council, at its August 26, 1986 meeting, approved a timetable for the preparation and review of the 1987 - 1991 Capital Budget. Included in the timetable is a requirement that the City's Executive Committee review the Capital Projects of City Departments and Local Boards during the month of October. In order for us to meet with this requirement, the proposed timetable as set out below should be followed. It was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT THE TIMETABLE FOR THE PREPARATION AND REVIEW OF THE 1987 - 1991 CAPITAL BUDGET BE AS FOLLOWS:

Month of September	Committees of the Board to review and approve their Capital Projects for inclusion in the five-year Capital Budget.
October 30, 1986	The Board of Directors to approve the five-year Capital Budget for submission to the City's Executive Committee.

MOTION CARRIED.

7. 1986 Operating Budget Re-Allocations for the Corporate Department

The Committee reviewed the recommendation from Mr. John A. Leuser, Director of Finance and Administration that the operating budget re-allocations for the corporate department be approved. Mr. Leuser advised the Committee that the operating budget re-allocations are required to finance:

(a) the cost of conducting the salary study which is estimated at between $26,500 and $27,500 with out-of-pocket costs estimated at $2,000;

(b) the cost of bids to attract special events to Hamilton such as the World Basketball Tournament and the Commonwealth Games; and

(c) the cost of renting and leasing equipment for the new amalgamated Marketing Department.

It was

MOVED by Dr. Bart, seconded by Mr. Cino

THAT THE FOLLOWING OPERATING BUDGET RE-ALLOCATIONS BE APPROVED:

Account 8330- No.	Description	1986 Budget Approp.	Increase (Decrease)	Revised 1986 Budget Approp.
-0156	Consultant's Fees	$ 15,000	$ 15,000	$ 30,000
-0159	Professional Fees	33,000	(15,000)	18,000
-3014	Special Events Bids	NIL	30,000	30,000
-3083	Rental Office Equipment	NIL	5,000	5,000

-3012 Advertising and Promotion	598,000	(35,000)	563,000
		NIL	

MOTION CARRIED.

8. Status Report on the Compensation Study

The Committee received for information a Status Report on the Compensation Study prepared by Mr. John A. Leuser, Director of Finance and Administration. The report indicated that Mr. Scott MacCrimmon and Mr. David Murray of Stevenson, Kellogg, Ernst & Whinney met on August 21, 1986 with senior management staff at 9:00 a.m. and then with all the full-time non-union staff at 11:00 a.m. The report also indicated that the next step in the process is for HECFI staff to complete their job fact sheets by Friday, September 5, 1986 at which point the consultants will then commence interviewing all of the staff in September.

9. Approval to Proceed with Capital Project - Automated Facilities Management Computer System - HECFI

The Committee reviewed the recommendation relative to the Automated Facilities Management Computer System for HECFI and it was

MOVED by Alderman Hinkley, seconded by Mr. Cino

(A) **THAT THE AUTOMATED FACILITIES MANAGEMENT COMPUTER SYSTEM FOR HECFI IN THE AMOUNT OF $83,000 AS PROVIDED FOR IN THE 1986 PORTION OF THE 1986 - 1990 CAPITAL BUDGET BE PROCEEDED WITH;**

(B) **THAT THE CITY'S EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL THE METHOD OF FINANCING;**

(C) **THAT THE PROJECT BE ADMINISTERED BY A STEERING COMMITTEE OF SENIOR REPRESENTATIVES OF HECFI AND THE CITY;**

(D) THAT MR. J. LEUSER (HECFI), MR. W. PENFOLD (HECFI), MR. F. BOGDEN (HECFI) AND A REPRESENTATIVE OF THE CULTURE AND RECREATION COMMITTEE BE APPOINTED AS MEMBERS OF THIS (USER) COMMITTEE; AND

(E) THAT THE COMMITTEE CONSULT WITH THE CITY'S DIRECTOR OF SYSTEMS FOR HIS TECHNICAL ASSISTANCE.

MOTION CARRIED.

10. HECFI Reserves

After discussion by the Committee regarding the reserve accounts of HECFI, it was

MOVED by Mr. Hector, seconded by Mr. Cino

THAT HAMILTON PLACE AMEND ITS ACCOUNTING POLICIES BY DISCONTINUING THE USE OF THE RESERVE ACCOUNTS FOR PIANO REPLACEMENT AND UNIFORM REPLACEMENT AND THAT THE JULY 31st, 1986 BALANCES FOR THESE TWO ACCOUNTS BE CLOSED OUT TO HAMILTON PLACE'S 1986 OPERATING BUDGET.

MOTION CARRIED.

11. HECFI Board - Request by Parks and Recreation Committee for Use of Copps Coliseum

The HECFI Board of Directors referred to this Committee a recommendation from the Copps Coliseum Committee which stated "That the request by the Parks and Recreation Committee for free use of Copps Coliseum for Winterfest 1987 be referred to the Audit & Finance Committee for consideration of Event Subsidy Fund Subsidization". The Committee reviewed the recommendation, including memorandum dated June 26, 1986 from Mrs. L. Dale, Secretary, Parks and Recreation Committee addressed to the Board Secretary requesting "...that HECFI give consideration to allowing the City to use Copps Coliseum, free of charge, on Saturday, February 7, 1987 to allow for family skating from 1:00 -4:00 p.m. and a dance between the hours of 6:00 p.m. and midnight in connection with the Winterfest Program 1987". It was

MOVED by Dr. Bart, seconded by Mr. Cino

THAT THE REQUEST OF THE PARKS AND RECREATION COMMITTEE TO USE THE SPECIAL EVENT SUBSIDY FUND RELATIVE TO WINTERFEST 1987 BE DENIED AND THE EXECUTIVE COMMITTEE CONSIDER AN ALTERNATE SOURCE OF FUNDING THIS REQUEST.

MOTION CARRIED.

12. Copps Coliseum Committee

12.1 Advanced Training Courses - CUP

The Committee reviewed the recommendation relative to the advanced training courses for the Honeywell D5200 Building Automation System for the Central Utilities Plant. It was noted that the recommendation was approved by the Copps Coliseum Committee on August 25, 1986 and referred to this Committee for the method of financing. Mr. John A. Leuser, Director of Finance and Administration advised that since this item was expected to only be a one-time expenditure which can be financed within the total budget appropriation for activity 0360-60, a budget re-allocation was not being proposed. It was

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE NET COST ESTIMATE OF $9,485 FOR ADVANCED TRAINING COURSES FOR THE HONEYWELL D5200 BUILDING AUTOMATION SYSTEM BE FINANCED BY AN OVERDRAFT TO ACCOUNT NUMBER 0360-6094.

MOTION CARRIED.

12.2 Central Utilities Plant - Awarding of Electrical Maintenance Contract for Buildings serviced by the Central Utilities Plant

The Committee Members reviewed the recommendation from the Copps Coliseum Committee relative to the awarding of an electrical maintenance contract for buildings serviced by the Central Utilities Plant and it was

MOVED by Dr. Bart, seconded by Mr. Cino

THAT THE TENDER SUBMITTED BY CIPOLLA'S SERVICES LTD. IN THE TOTAL AMOUNT OF $3,589.00 PER MONTH FOR ELECTRICAL SERVICE AND MAINTENANCE OF EQUIPMENT IN BUILDINGS SERVICED BY THE CENTRAL UTILITIES PLANT, I.E. CITY HALL, LIBRARY, MARKET, HAMILTON PLACE, HAMILTON CONVENTION CENTRE, PARKING GARAGE AND THE CUP ITSELF BE ACCEPTED; AND

THAT THE NEW MONTHLY RATE AS STIPULATED IN THE VENDOR'S TENDER BE EFFECTIVE JULY 1, 1986.

MOTION CARRIED.

It was noted that this was the lowest of three (3) tenders received. The term of the contract would extend to November 30, 1988 with HECFI having the option to renew the contract for two additional one year terms at the rates specified in the vendor's tender.

12.3 Capital Request - Stage Backdrop for Copps Coliseum

The Committee reviewed the request which was approved by the Copps Coliseum Committee on August 25, 1986 and referred to this Committee for the method of financing. It was

MOVED by Mr. Cino, seconded by Alderman Hinkley

THAT THE QUOTATION FROM CAMELOT DRAPERY OF BURLINGTON, ONTARIO, IN THE TOTAL AMOUNT OF $16,305.94 FOR ALL MATERIAL AND EQUIPMENT RELATIVE TO THE REQUEST FOR A STAGE BACKDROP FOR COPPS COLISEUM, NOT INCLUDING INSTALLATION, BE APPROVED;

THAT THE SUM OF THREE THOUSAND ($3,000.00) BE APPROVED FOR INSTALLATION; AND

THAT THE TOTAL COST OF THIS PROJECT BE CHARGED TO WORK IN PROGRESS ACCOUNT NUMBER 0408-U32779.

MOTION CARRIED.

12.4 Capital Request - Modifications to Corner Movable Seating Platforms - Copps Coliseum

The Committee reviewed the recommendation relative to the modifications to the corner movable seating platforms in Copps Coliseum which was approved by the Copps Coliseum Committee on August 25, 1986 and referred to the Audit/Finance Committee for the method of financing. It was

MOVED by Dr. Bart, seconded by Mr. Cino

THAT THE QUOTATION SUBMITTED BY HUSSEY SEATING COMPANY CANADA LTD. DATED AUGUST 22, 1986 IN THE TOTAL AMOUNT OF $29,592.52 FOR WORK NECESSARY TO MODIFY TWO (2) CORNER MOVABLE SEATING PLATFORMS BE ACCEPTED;

THAT HUSSEY SEATING COMPANY LTD. BE AUTHORIZED TO PROCEED WITH THIS WORK COMMENCING SEPTEMBER 15, 1986; AND

THAT THE TOTAL COST OF THIS PROJECT BE CHARGED TO WORK IN PROGRESS ACCOUNT NUMBER 0408-U32777.

MOTION CARRIED.

Note: Although approximately ninety-three seats will be lost from the seating manifest, a permanent corridor will be created allowing direct access from the arena seating area to future concessions/ beverage areas resulting in a net increase to total revenues.

13. Hamilton Place Committee - Awarding of Contract for Refurbishing and Insulating the Studio Theatre Floor

The Committee reviewed the recommendation from the Hamilton Place Committee relative to the awarding of a contract for refurbishing and insulating the Studio Theatre Floor at Hamilton Place. It was

MOVED by Mr. Cino, seconded by Dr. Bart

THAT THE CONTRACT FOR THE REFURBISHING AND INSULATING OF THE STUDIO THEATRE FLOOR AT HAMILTON PLACE BE AWARDED TO RUFFELL CONSTRUCTION AND TREVOR GARWOOD-JONES AND THAT THE HAMILTON PLACE CAPITAL IMPROVEMENT FUND BE DESIGNATED THE SOURCE OF FUNDING FOR THE PROJECT.

NOTE: LOWEST OF TWO (2) PROPOSALS RECEIVED.

MOTION CARRIED.

Discussion regarding the Hamilton Place Capital Improvement Fund arose and the Committee members stated that the Hamilton Place Capital Improvement Fund should be left to HECFI to administer and should not require Executive Committee approval or recommendation on the method of financing. The Mayor and Mr. E. C. Matthews felt that the administration of the Fund should be subject to the approval of the Executive Committee. It was suggested that a delegation from the Audit/Finance Committee appear before the Executive Committee to explain the history of the Fund, the past understanding of the administration of the Fund and to request that the Fund continue to be administered by the HECFI Board. It was

MOVED by Mr. Cino, seconded by Dr. Bart

THAT THE HECFI BOARD APPROVE HAVING:

(A) A DELEGATION FROM THE AUDIT/FINANCE COMMITTEE APPEAR BEFORE THE EXECUTIVE COMMITTEE TO EXPLAIN:

(i) THE HISTORY OF THE HAMILTON PLACE CAPITAL IMPROVEMENT FUND; AND

(ii) THE PAST UNDERSTANDING OF THE ADMINISTRATION OF THIS FUND; AND

(B) THE FUND CONTINUE TO BE ADMINISTERED BY THE HECFI BOARD.

MOTION CARRIED.

14. Hamilton Convention Centre Committee - Approval to Proceed with Capital Projects - Hamilton Convention Centre

The Committee reviewed the recommendation and it was

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE FOLLOWING CAPITAL PROJECTS BE FORWARDED TO THE CITY'S EXECUTIVE COMMITTEE FOR APPROVAL AND THE EXECUTIVE COMMITTEE BE REQUESTED TO RECOMMEND TO CITY COUNCIL THE METHOD OF FINANCING. (THE PROJECTS ARE PROVIDED FOR IN THE 1986 PORTION OF THE 1986 - 1990 CAPITAL BUDGET FOR THE HAMILTON CONVENTION CENTRE):

(a)	Dance Floor	$36,750
(b)	Refrigeration Unit	12,000
(c)	Odor and Bacteria Control Unit	2,500
		$51,250

MOTION CARRIED.

15. Other Business - Cheque Signing Officers for HECFI Cheques

Mr. John A. Leuser, Director of Finance and Administration advised the Committee that the only revision to the cheque signing officers for HECFI cheques is the addition of the Accounting Supervisor. He explained that we require this position for flexibility in covering event settlements during busy activity periods in the Fall when there are a large number of event settlements which must be performed after hours in the evening/weekends. The Committee concurred and it was

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE SIGNING OFFICERS FOR CHEQUES ISSUED BY THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE HEREBY AUTHORIZED AS REQUIRING SIGNATURES FROM TWO (2) OF THE MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER, THE DIRECTOR OF FINANCE AND ADMINISTRATION, THE COMPTROLLER AND THE ACCOUNTING SUPERVISOR OR ONE OF THE ABOVE, AND ONE OF THE CHAIRMAN OF THE BOARD OF DIRECTORS, THE VICE-CHAIRMAN OF THE BOARD OF DIRECTORS, THE SECOND

VICE-CHAIRMAN OF THE BOARD OF DIRECTORS, THE DIRECTORS OF MARKETING, HAMILTON CONVENTION CENTRE, HAMILTON PLACE AND COPPS COLISEUM, THE ASSISTANT DIRECTOR OF HAMILTON PLACE, THE EVENTS PLANNING MANAGER OF COPPS COLISEUM AND THE OPERATIONS MANAGER OF THE HAMILTON CONVENTION CENTRE.

MOTION CARRIED.

16. Next Meeting

The next regular meeting of the Audit/Finance Committee is scheduled for Tuesday, September 30, 1986 at 12:00 noon in the Copps Coliseum Board Room.

17. Adjournment

The meeting adjourned at 3:15 p.m.

MOVED by Alderman Hinkley, seconded by Mr. Cino

THAT THE MEETING BE ADJOURNED.

MOTION CARRIED.

TAKEN AS READ AND APPROVED:

Mr. W. H. McFarland, Chairman

Mrs. Joan M. Mills, Secretary

Attachment 4.4.2

Audit & Finance Committee Eleventh Report

Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
Canada L8R 3L4

Tel. 416/527-7900

REPORT OF THE AUDIT/FINANCE COMMITTEE

To The Hamilton Entertainment and Convention Facilities Inc.

Members of the Board:

The Audit/Finance Committee presents its **ELEVENTH** Report and respectfully recommends:

1. That the contract for Stage Floor Reinforcement be awarded to the lowest bidder, Ruffell Construction for $18,998 and that the Hamilton Place Capital Improvement Surcharge Fund be designated as the recommended source of funds.

2. That the balance of $19,000 the City Pledge in the total amount of $50,000 for 1986 relative to the Canadian International Animation Festival be held in escrow for Hamilton Place expenses until the funding source is determined by the City of Hamilton.

   Note: The City of Hamilton has pledged $50,000 to the 1986 Festival in "cash and services". Ten thousand ($10,000) has already been paid by the City directly to the Festival. The HECFI Board, at its May 9, 1986 meeting agreed to finance $21,000 from the Special Events Subsidy Fund to cover Hamilton Place's licence fee or rental for the festival from September 29 - October 4, 1986. The balance of the City pledge that now remains is $19,000 with the source of funding to be determined. The $19,000 is required to cover $10,000 in estimated stage labour (I.A.T.S.E.) costs and $9,000 in equipment rentals. These amounts will be paid by Hamilton Place.

3. That the 1987 - 1991 Capital Budget Programme (attached as Schedule "A") for HECFI be approved as amended prior to being submitted to the City's Executive Committee for approval.

4. That the 1987 - 1991 Capital Budget Programme (attached as Schedule "B") for CUP be approved prior to being submitted to the City's Executive Committee for approval.

5. (a) That the quotation submitted by Strand Lighting, Mississauga, Ontario, (attached as Schedule "C") in the amount of $242,129.13, inclusive of taxes, for updating the lighting systems for the Great Hall and Studio Theatre of Hamilton Place be accepted; and

(b) That the purchase be financed from Hamilton Place's Capital Improvement Fund.

Note: A request for proposals was extended to thirteen companies. Two quotations were received. The lowest quotation is being recommended for acceptance.

The following item is for information only:

1. Marketing Report covering the City of Hamilton and HECFI's participation in the bid for the 1990 Men's World Basketball Championships attached as Schedule "D".

RESPECTFULLY SUBMITTED

W.H. McFARLAND, CHAIRMAN
AUDIT/FINANCE COMMITTEE

Joan M. Mills, Secretary
Audit/Finance Committee
October 6, 1986

Hamilton Entertainment and Convention Facilities Inc.

Schedule "A" referred to in Section 3 of the ELEVENTH Report of the AUDIT/FINANCE Committee

FROM John A. Leuser, Director of Finance and Administration (Name & Title) DATE October 6, 1986

FOR ACTION [xx] FOR INFORMATION [ ] File No. _____

TO: BOARD [ ] (OR) Audit/Finance Committee [xx]

SUBJECT

HECFI 1987 - 1991 Capital Budget Programme

RECOMMENDATION

That the attached 1987 - 1991 Capital Budget Programme for HECFI be recommended for approval to the Board of Directors, prior to being submitted to the City's Executive Committee for approval.

BACKGROUND

See the attached detail for particulars.

It should be noted that financing of HECFI's 1987 portion of the 1987 - 1991 Capital Budget Programme is expected to be as follows:

From HECFI's Reserves for Capital Projects	$1,052,500
From the City of Hamilton	800,000
	$1,852,500

The $800,000 expected to be financed by the City of Hamilton is for the following in respect of Copps Coliseum:

Improvements Required for Occupation of Retail/Mall Area	$ 250,000
Arena Floor Replacement - possibly on an interim basis until legal liability is determined	$ 550,000
	$ 800,000

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

attach.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED SUMMARY OF THE 1987-1991

DIVISION	CAPITAL BUDGET PROGRAMME					
	1987	1988	1989	1990	1991	1987-1991
CORPORATE	$150,000.00	$254,000.00	-	-	-	$404,000.00
CONVENTION CENTRE	$287,500.00	$75,000.00	$250,000.00	$120,000.00	$100,000.00	$832,500.00
HAMILTON PLACE	$485,000.00	$175,000.00	-	-	-	$660,000.00
COPPS COLISEUM	$380,000.00	$509,000.00	$424,000.00	$423,000.00	-	$1,736,000.00
CONTINGENCY - ARENA FLOOR REPLACEMENT *	$550,000.00	-	-	-	-	$550,000.00
	$1,852,500.00	$1,013,000.00	$674,000.00	$543,000.00	$100,000.00	$4,182,500.00

* The City of Hamilton may have to finance on an interim basis the floor replacement until legal liability is determined.

SUMMARY OF CAPITAL REQUIREMENTS FOR CORPORATE DIVISION

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
SUMMARY OF CAPITAL REQUIREMENTS FOR
CORPORATE DIVISION

DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
OFFICE EQUIPMENT	$10,000.00	-	-	-	-	$10,000.00
AUTOMATED FACILITIES MANAGEMENT SYSTEM	$110,000.00 (1)	$104,000.00 (1)	-	-	-	$214,000.00
OFFICE EXPANSION & ADDITIONAL OFFICE FURNITURE	$30,000.00	-	-	-	-	$30,000.00
ELECTRONIC MESSAGE CENTRE	-	$150,000.00	-	-	-	$150,000.00
	$150,000.00	$254,000.00	$0.00	$0.00	$0.00	$404,000.00

(1) These amounts are consistent with what was provided for 1987 and 1988 in the 1986-1990 Capital Budget Programme.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD CORPORATE - HECFI

2. (a) PROJECT NUMBER

   (b) PROJECT NAME OFFICE EQUIPMENT

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
In 1987, office partitions, filing and storage cabinets will be required for the Finance and Administration Department.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED N/A - TO BE FINANCED FROM HECFI'S RESERVES FOR CAPITAL PROJECTS

5. (a) GROSS COST OF PROJECT $ 10,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ FUNDING FROM HECFI RESERVES

   (c) CITY'S COST $

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 10,000	
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST N/A

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
1987 - A lack of storage facilities for files and improved employee productivity with office partitions.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD CORPORATE - HECFI

2. (a) PROJECT NUMBER

(b) PROJECT NAME AUTOMATED FACILITIES MANAGEMENT (COMPUTER) SYSTEM

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

SEE ATTACHED

4. (a) PROJECT STARTING DATE 1986 - $83,000 PREVIOUSLY APPROVED IN 1986

(b) PROJECT FINISHING DATE 1988

(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED N/A - TO BE FINANCED FROM HECFI'S RESERVES FOR CAPITAL PROJECTS

5. (a) GROSS COST OF PROJECT $ 214,000

(b) SUBSIDIES AND OTHER RECEIPTS $ FUNDING FROM RESERVES FOR CAPITAL PROJECT

(c) CITY'S COST $

		NO. OF PERSON YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1987	$ 110,000	
- 1988	$ 104,000	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST - MAINTENANCE COSTS ONLY - COST UNKNOWN AT THIS TIME.

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

POSSIBLE INCREASE IN STAFF AND INEFFICIENT INFORMATION AND CONTROL SYSTEMS.

HECFI - CORPORATE DIVISION

AUTOMATED FACILITIES MANAGEMENT (COMPUTER) SYSTEM

HECFI at present has a myriad of detail from booking to billing which should be computerized because of the substantial increase in business, now, and in the future and also to faciliate the co-ordination of bookings in our three facilities. The systems required are state-of-the-art and available from different organizations.

Approval to proceed with the project was received in 1986 with an initial sum of $83,000 appropriated. The system will gradually be extended to all three facilities.

1987

Hardware (computer boards, terminals, printers, data terminal lines) and Software.	$ 110,000

1988

Hardware (computer boards, terminals, printers, data terminal lines) and Software.	104,000
	$ 214,000

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD CORPORATE - HECFI MARKETING/SALES (Hamilton Place Location)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME OFFICE EXPANSION - Additional Office Furniture

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
In 1987, Office partitions and additional office furniture will be required to accommodate anticipated additonal marketing/sales personnel.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED n/a - to be financed from HECFI's reserves for capital projects

5. (a) GROSS COST OF PROJECT $ 30,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ Funding from HECFI's reserves

   (c) CITY'S COST $ _____

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 30,000	
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED ==========

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT _____

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
Cannot accommodate an increase in staff and inefficient employee productivity - possible loss of clientele without professional image/adequate office area.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Corporate)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Electronic Message Centre

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

Terminals in HECFI Facilities to provide clients with event, floor, Box Office and room information. This system will also provide revenue from advertising. It is installed in various facilities across Canada.

4. (a) PROJECT STARTING DATE 1988

   (b) PROJECT FINISHING DATE 1988

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED ---

TO BE FINANCED FROM HECFI RESERVE ACCOUN

5. (a) GROSS COST OF PROJECT $ 150,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ ---

   (c) CITY'S COST $ 150,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$ 150,000	---
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		---

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT ---

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$ 2,000
Supplies	---
Light, Heat, Etc.	500
Other	
TOTAL	$ 2,500

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

Clients have a difficult time finding their way through our facilities and are not fully aware of upcoming events.

United Videotex Systems Division

With over twenty-five years of experience in the communications field, the United Group of Companies has built a reputation by offering our clients solutions from a vast array of quality products and services. Whether it's a single Vuformation system or a multi-location stand-alone database retrieval system, our team of seasoned professionals can assist you by designing a videotex delivery system to match your requirements.

Equipment Sales

- Decoders
- Monitors
- Video Projectors
- Custom Keyboards
- Public Access Terminals
- Page Creation Systems
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SUMMARY OF CAPITAL REQUIREMENTS FOR HAMILTON CONVENTION CENTRE

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
SUMMARY OF CAPITAL REQUIREMENTS FOR
HAMILTON CONVENTION CENTRE

DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
KITCHEN ADDITION	$150,000.00	-	-	-	-	$150,000.00
DISHWASHER	$60,000.00	-	-	-	-	$60,000.00
INSTALL WASHROOM IN V.I.P. ROOM (314)	$7,500.00	-	-	-	-	$7,500.00
FREEZER	$15,000.00	-	-	-	-	$15,000.00
SMALL EQUIPMENT REPLACEMENT	$15,000.00	-	-	-	-	$15,000.00
STRIP LIGHTING (WENTWORTH)	$15,000.00	-	-	-	-	$15,000.00
AUDIO VISUAL EQUIPMENT	$25,000.00	-	-	-	-	$25,000.00
BANQUET CHAIRS, TABLES, FURNITURE REPLACEMENT	-	$75,000.00	-	-	-	$75,000.00
CARPET REPLACEMENT	-	-	$250,000.00	-	-	$250,000.00
BANQUET CHAIRS, TABLES, FURNITURE REPLACEMENT	-	-	-	$75,000.00	-	$75,000.00
OPERATING AND KITCHEN EQUIPMENT REPLACEMENT	-	-	-	$45,000.00	-	$45,000.00
ELECTRONIC EQUIP. REPLACEMENT	-	-	-	-	$100,000.00	$100,000.00
	$287,500.00	$75,000.00	$250,000.00	$120,000.00	$100,000.00	$832,500.00

CITY OF HAMILTON
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Kitchen Addition

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   See attached.

4. (a) PROJECT STARTING DATE July 1987

   (b) PROJECT FINISHING DATE September 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 150,000 — TO BE FINANCED FROM HECFI RESERVE ACCOU

   (b) SUBSIDIES AND OTHER RECEIPTS $ _____

   (c) CITY'S COST $ 150,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 150,000	nil
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		nil

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT nil

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Kitchen addition will result in additional client revenues accruing to Corporation.

MEMORANDUM

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: September 10th, 1986

SUBJECT: 1987 Capital Budget - Kitchen Expansion

As you are well aware, our kitchen facilities are limited. The limitations are caused by the size of the kitchen area as well as the equipment, particularily ovens. At the present time we are able to prepare up to 1500 persons for a meal function.

The preparation of a dinner for 1500 persons for example would depend on whether or not there were other functions taking place during the day and the menu selection.

As the facility becomes convention oriented, it has been taxed to its limit on at least two occasions this year.

1. Ontario Liberal Party - March 20th - 23rd
   Although we were requested to serve large numbers for the John Turner Luncheon, we had to limit the number of people to 1500 persons. This was possible because it was the only meal function and the menu selection was suitable for food preparation.

2. Sweet Adelines - April 17th - 20th
   We were requested to serve up to 1600 persons for the dinner. As there were other events, the number had to be reduced to 1360 persons and the menu "tailored" in order to serve the dinner. The overflow were served at the Royal Connaught Hotel.

During the fall of last year we had difficulty servicing local events because of the number of functions and the menu selections. This became very apparent during Festitalia and the serving of four other functions including the Zambuto/Paletta Wedding. It is sometimes neeessary to limit the number of dinners to ensure that we can service all functions professionally.

Presently we are facing a very difficult situation with the Progressive Conservative Convention. There is a dinner scheduled for Saturday, September 20th, for 1500 persons. Although there are indications from previous conventions that the numbers may increase, the dinnner will have to be limited to 1500 persons. Fortunately there are no other meal functions at that time and the menu selection is again suitable for food preparation for a large banquet.

If the Convention Centre is going to be a venue for large conventions, I strongly recommend that we undertake a kitchen expansion which would include the purchase of additional equipment and supplies, as well as a larger dishwasher. This would increase our food preparation capacity to 2000 persons. The present area of the kitchen would be expanded towards the Webster Lounge. The estimated cost for the expansion is $150,000.00 plus $60,000.00 for a new dishwasher for a total cost of $210,000.00.

Stephen H. Dockman
Operations Manager

SHD/lp

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Dishwasher

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   The present dishwasher is barely adequate for our current needs. There are occasions when we are unable to clear the dishes and cooking equipment from one function to the other. In order to increase our warewashing capacity, it will be necessary to purchase a larger unit.

4. (a) PROJECT STARTING DATE August, 1987

   (b) PROJECT FINISHING DATE August, 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED N/A

5. (a) GROSS COST OF PROJECT $ 60,000 — TO BE FINANCED FROM HECFI RESERVE ACCOUNT

   (b) SUBSIDIES AND OTHER RECEIPTS $ -

   (c) CITY'S COST $ 60,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 60,000	---
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED ---nil---

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT nil

8. ANNUAL OPERATING COST Same as present dishwasher.

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Convention Centre will be unable to expand.
   Dishes will not be available for functions.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Install Washroom in VIP Room (314)

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
   See attached

4. (a) PROJECT STARTING DATE July 1, 1987

   (b) PROJECT FINISHING DATE July 30, 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 7,500 — TO BE FINANCED FROM HECFI RESERVE ACCOUNT

   (b) SUBSIDIES AND OTHER RECEIPTS $ ---

   (c) CITY'S COST $ 7,500

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 7,500	---
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		---

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT ---

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	nil
Light, Heat, Etc.	
Other	
TOTAL	$ nil

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   VIP's will not have the convenience of washrooms in 314, which is the main waiting room for VIP's.

MEMORANDUM

MEMO TO: William Penfold

FROM: Stephen Dockman

DATE: September 3rd, 1986

SUBJECT: 1987 Capital Budget
Conversion of Storage Room in Room 314 to a Washroom

As you are aware there are two sets of washrooms on the third floor. One set in the Chedoke Foyer and the second set in the Webster Lounge. When there are functions concurrently happening in Chedoke, Webster and Room 314, particularily when there are host bars in the Foyer and the Lounge, the patrons in Room 314 do not have access to washrooms on the third floor and are subsequently directed to the second floor via the stairwell.

The conversion of the storage room in Room 314 would alleviate the current problem. As well it would provide washroom facilitities for V.I.P.'s that are escorted to Room 314 prior to a function.

The cost of converting the storage room is estimated at $7,500.00.

Stephen H. Dockman
Operations Manager

SHD/lp

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Freezer

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   Presently, there are two freezers in the facility that are normally jam-packed, particularly during the busy season. An additional unit will allow us to purchase in bulk, take advantage of sales, and reduce the need for repetitious ordering.

   The purchase of this unit will help alleviate crowding of existing freezers and increase the efficienty of the kitchen. The unit would be located in the first floor receiving area.

4. (a) PROJECT STARTING DATE May, 1987

   (b) PROJECT FINISHING DATE May, 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED ---

5. (a) GROSS COST OF PROJECT $ 15,000 — TO BE FINANCED FROM HECFI RESERVE ACCOUNT

   (b) SUBSIDIES AND OTHER RECEIPTS $ ---

   (c) CITY'S COST $ 15,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 15,000	---
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT _____

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$ ---
Supplies	---
Light, Heat, Etc.	100
Other	---
TOTAL	$ 100

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Unable to service clients.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Small Equipment Replacement

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   As a contingency, $15,000 must be earmarked for equipment that will have to be purchased and replaced. While this is unknown now, the listing of the Centre calls for such a reserve fund.

4. (a) PROJECT STARTING DATE N/A

   (b) PROJECT FINISHING DATE N/A

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 15,000 — TO BE FINANCED BY HECFI RESERVE ACCOUNT

   (b) SUBSIDIES AND OTHER RECEIPTS $ ---

   (c) CITY'S COST $ 15,000

6. (a) YEAR OF EXPENDITURE

		NO. OF PERSON YEARS CREATED
- 1987	$ 15,000	
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT ---

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	---
TOTAL	$ ---

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Unable to operate.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Strip Lighting (Wentworth)

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

The same problem exists in Wentworth Exhibition Hall as it does in Chedoke Hall. When we are operating with incandescent lights only for dinner dances, the perimeter of the room is very dark. The strip lighting will provide lighting of exhibits, food stations, bars and cashiers that are normally positioned on the perimeter of the room.

4. (a) PROJECT STARTING DATE August, 1987

   (b) PROJECT FINISHING DATE August, 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED ---

5. (a) GROSS COST OF PROJECT $ 15,000 — TO BE FINANCED BY HECFI RESERVE ACCOUNT

   (b) SUBSIDIES AND OTHER RECEIPTS $ ---

   (c) CITY'S COST $ 15,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 15,000	---
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED ---

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT ---

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$ ---
Supplies	---
Light, Heat, Etc.	500
Other	---
TOTAL	$ 500

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

Clients will complain at being kept in the dark.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)
2. (a) PROJECT NUMBER
   (b) PROJECT NAME Audio Visual Equipment

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
   Our current contract with Hamilton Convention and Show Services expires November 1, 1987. This will be an opportunity for the Centre to operate its own audio-visual department. Considering the facility is extremely busy, it is an option to make allowance for in the Capital Budget. The amount represents the cost to purchase microphones, projectors, patch cords and other equipment necessary to operate. Cost will be offset with charge to clients.

4. (a) PROJECT STARTING DATE October, 1987
   (b) PROJECT FINISHING DATE October, 1987
   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED ---

5. (a) GROSS COST OF PROJECT $ 25,000 — TO BE FINANCED FROM HECFI RESERVE ACCOUNTS
   (b) SUBSIDIES AND OTHER RECEIPTS $ ---
   (c) CITY'S COST $ 25,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 25,000	1
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		1

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT 1

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$ 50,000
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$ 50,000

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
   The Centre will be required to remain with outside supplier.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Banquet Chairs, Tables, Furniture Replacement

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   All furniture in Centre will require consideration for replacement. It will be seven years old in 1988.

4. (a) PROJECT STARTING DATE January 01, 1988

   (b) PROJECT FINISHING DATE December 31, 1988

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED -

5. (a) GROSS COST OF PROJECT $ 75,000 — TO BE FINANCED FROM HECFI RESERVE ACCOUNT

   (b) SUBSIDIES AND OTHER RECEIPTS $ -

   (c) CITY'S COST $ 75,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$ 75,000	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED -

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT. -

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Building will be in run-down condition.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Carpet Replacement

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
   Carpet replacement will be necessary in 1989.

4. (a) PROJECT STARTING DATE August 15, 1989

   (b) PROJECT FINISHING DATE August 31, 1989

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED -

5. (a) GROSS COST OF PROJECT $ 250,000 — TO BE FINANCED FROM HECFI RESERVE ACCOUNT

   (b) SUBSIDIES AND OTHER RECEIPTS $ -

   (c) CITY'S COST $ 250,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$	
- 1989	$ 250,000	-
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
		-

   (b) TOTAL NUMBER OF PERSON YEARS CREATED

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT -

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
   Old carpet will add to deterioration of building.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

(b) PROJECT NAME Banquet Chairs, Tables, Furniture replacement.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

4. (a) PROJECT STARTING DATE January 01, 1990

(b) PROJECT FINISHING DATE December 31, 1990

(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 75,000 — TO BE FINANCED FROM HECFI RESERVE ACCOU

(b) SUBSIDIES AND OTHER RECEIPTS $ -

(c) CITY'S COST $ 75,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$	
- 1989	$	
- 1990	$ 75,000	-
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED -

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT -

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

Facility will be in run-down condition

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. **DEPARTMENT/LOCAL BOARD** HECFI (Hamilton Convention Centre)

2. (a) **PROJECT NUMBER** _____

   (b) **PROJECT NAME** Operating and Kitchen Equipment Replacement

3. **DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.**
   Kitchen equipment will be 8 years old. Will need replacement.

4. (a) **PROJECT STARTING DATE** January 01, 1990

   (b) **PROJECT FINISHING DATE** December 31, 1990

   (c) **YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED** _____

5. (a) **GROSS COST OF PROJECT** $ 45,000 — TO BE FINANCED FROM HECFI RESERVE ACCOUNTS

   (b) **SUBSIDIES AND OTHER RECEIPTS** $ -

   (c) **CITY'S COST** $ 45,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$	
- 1989	$	
- 1990	$ 45,000	-
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		-

7. **ADDITIONAL JOBS TO BE CREATED BY THE PROJECT** -

8. **ANNUAL OPERATING COST**

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. **EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL**
   Kitchen will not be able to operate.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HECFI (Hamilton Convention Centre)

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME Electronic Equipment Replacement

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
   Electronic equipment will have deteriorated to the point of replacement.

4. (a) PROJECT STARTING DATE July 01, 1991

   (b) PROJECT FINISHING DATE August 01, 1991

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 100,000 — TO BE FINANCED FROM HECFI RESERVE ACCOUNT

   (b) SUBSIDIES AND OTHER RECEIPTS $ -

   (c) CITY'S COST $ 100,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$ 100,000	-
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		-

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT -

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
   Effective operation of the building will be denied.

SUMMARY OF CAPITAL REQUIREMENTS FOR HAMILTON PLACE

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
SUMMARY OF CAPITAL REQUIREMENTS FOR
HAMILTON PLACE

DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
ROOF REPLACEMENT	$335,000.00 (1)	-	-	-	-	$335,000.00
CAPITAL REPLACEMENT	$150,000.00 (1)	-	-	-	-	$150,000.00
GREAT HALL SOUND CONSOLE	-	$175,000.00 (2)	-	-	-	$175,000.00
	$485,000.00	$175,000.00	$0.00	$0.00	$0.00	$660,000.00

(1) These amounts are consistent with what was provided for 1987 in the 1986-1990 Capital Budget Programme.

(2) This item was previously provided for 1986 in the 1986-1990 Capital Budget Programme.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HAMILTON PLACE - HECFI

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME ROOF REPLACEMENT

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
   70% of the total roof is damaged by moisture intrusion. Major repairs undertaken in 1980 cost $40,000 and insured a further life expectancy of approximately five years. Thermograms will be obtained before any major work is carried out.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 335,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ Funding to the extent possible from HECFI's Reser[illegible] for Capital projects (exclusive [illegible] Capital Improvement Fund which is dedicated to improvements, repairs and replacements for HAMILTON PLACE

   (c) CITY'S COST $ _____

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ _____	_____
- 1988	$ 335,000	_____
- 1989	$ _____	_____
- 1990	$ _____	_____
- 1991	$ _____	_____
- 1992 AND AFTER	$ _____	_____

(b) TOTAL NUMBER OF PERSON YEARS CREATED _____

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT _____

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
   Leakage and loss of heat and/or cooling retention.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HAMILTON PLACE - HECFI

2. (a) PROJECT NUMBER _____

   (b) PROJECT NAME CARPET REPLACEMENT

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
   The carpet in the public areas of HAMILTON PLACE (lobbies, stairs, ramps and North Annex hallway, etc.) will be worn out (after 7 years of wear and tear) through normal usage which includes cigarette burns, etc.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED _____

5. (a) GROSS COST OF PROJECT $ 150,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ Funding to the extent possible from HECFI's Reserves For Capital Projects (exclusive of Capital Improvement Fund which is dedicated to improvements, repairs and replacements for HAMILTON PLACE)

   (c) CITY'S COST $ _____

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 150,000	
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT _____

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
   The physical appearance of HAMILTON PLACE will suffer considerably if the carpet is not replaced in 1987.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD HAMILTON PLACE - HECFI

2. (a) PROJECT NUMBER

   (b) PROJECT NAME GREAT HALL SOUND CONSOLE

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
The present sound console is made up of second hand equipment replaced in 1980 which is projected to need replacement in 1988.

4. (a) PROJECT STARTING DATE 1988

   (b) PROJECT FINISHING DATE 1988

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED

5. (a) GROSS COST OF PROJECT $ 175,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ Funding to the extent possible from HECFI's Reserves F Capital Projects (exclusive of Capital Improvement Fund w is dedicated to improvements, r pai and replacements for HAMILTON PL

   (c) CITY'S COST $

			NO. OF PERSON YEARS CREATED
6. (a) YEAR OF EXPENDITURE	- 1987	$	
	- 1988	$ 175,000	
	- 1989	$	
	- 1990	$	
	- 1991	$	
	- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
Loss of quality of sound and won't be able to present shows.

SUMMARY OF CAPITAL REQUIREMENTS FOR

COPPS COLISEUM

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
SUMMARY OF CAPITAL REQUIREMENTS FOR
COPPS COLISEUM

DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
IMPROVEMENTS TO HOME TEAM DRESSING ROOM	$25,000.00	$25,000.00	-	-	-	$50,000.00
DRINKING FOUNTAINS-RINK LEVEL	$10,000.00	-	-	-	-	$10,000.00
IMPROVEMENTS REQUIRED FOR OCCUPATION OF RETAIL/MALL AREA	$250,000.00	$424,000.00	$424,000.00	$423,000.00	-	$1,521,000.00
CONVERSION OF DOMESTIC HOT WATER GENERATION SYSTEM	$20,000.00	-	-	-	-	$20,000.00
IMPROVEMENTS TO PRESS FACILITIES	$30,000.00	-	-	-	-	$30,000.00
GLYCOL STORAGE TANK	$10,000.00	-	-	-	-	$10,000.00
PROVISION OF SUN SCREEN, WEST ELEVATION WINDOWS	$35,000.00	-	-	-	-	$35,000.00
PLYWOOD FOR CONCERT FLOOR COVERING	-	$30,000.00	-	-	-	$30,000.00
IMPLEMENTATION OF NIGHT SET BACK CONTROL SYSTEM	-	$30,000.00	-	-	-	$30,000.00
	$380,000.00	$509,000.00	$424,000.00	$423,000.00	$0.00	$1,736,000.00

CONTINGENCY - ARENA FLOOR REPLACEMENT * 550,000
* The City of Hamilton may have to finance on an interim basis the floor replacement until legal liability is determined.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

(b) PROJECT NAME Copps Coliseum - Improvements to Home Team Dressing Room.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
- provision of mechanical and electrical finishing to same, ie. installation of drop ceiling.
- currently this room is not finished in terms of architectural, mechanical and electrical requirements.

4. (a) PROJECT STARTING DATE 1987

(b) PROJECT FINISHING DATE 1987

(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. | | | TO BE FINANCED FROM HECFI RESERVE ACCOUNTS |
|---|---|---|
| (a) GROSS COST OF PROJECT | $ 50,000.00 | |
| (b) SUBSIDIES AND OTHER RECEIPTS | $ NIL | |
| (c) CITY'S COST | $ 50,000.00 | |

6. | | | NO. OF PERSON YEARS CREATED |
|---|---|---|
| (a) YEAR OF EXPENDITURE - 1987 | $ 25,000.00 | 0.02 |
| - 1988 | $ 25,000.00 | 0.02 |
| - 1989 | $ | |
| - 1990 | $ | |
| - 1991 | $ | |
| - 1992 AND AFTER | $ | |
| (b) TOTAL NUMBER OF PERSON YEARS CREATED | | 0.04 |

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	
Supplies	$ NIL
Light, Heat, Etc.	
Other	
TOTAL	$ NIL

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
In the event of a sudden requirement for this space the necessary architectural, mechanical and electrical work would not be initiated.

CITY OF HAMILTON
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

   (b) PROJECT NAME Copps Coliseum - Provision of Drinking Fountains, Rink Level.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
- supply and install all necessary fixtures and plumbing for the provision of four (4) drinking fountains on the Rink Level, ie. two (2) in Exhibition space and two (2) along south corridor.
- Copps Coliseum staff and event performers have expressed a need for drinking fountains on the Rink Level. Also the Health Department requires drinking fountains if we bring the public into these areas, which we do.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. (a) GROSS COST OF PROJECT $ 10,000.00 — TO BE FINANCED FROM HECFI RESERVE ACCOUNTS

   (b) SUBSIDIES AND OTHER RECEIPTS $ NIL

   (c) CITY'S COST $ 10,000.00

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 10,000.00	0.01
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED 0.01

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	
Supplies	$ NIL
Light, Heat, Etc.	
Other	
TOTAL	$ NIL

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
Inconvenience to staff, performers and public.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

   (b) PROJECT NAME Copps Coliseum - Improvements Required For Occupation of Retail/Mall Area - Phase II, III, IV, & V

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

   - See attached schedules for detail.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1990

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

			TO BE FINANCED BY CITY OF HAMILTON
5. (a)	GROSS COST OF PROJECT	$ 1,521,000	
(b)	SUBSIDIES AND OTHER RECEIPTS	$ NIL	
(c)	CITY'S COST	$ 1,521,000	

			NO. OF PERSON YEARS CREATED
6. (a)	YEAR OF EXPENDITURE - 1987	$ 250,000.00	120
	- 1988	$ 424,000.00	203
	- 1989	$ 424,000.00	203
	- 1990	$ 423,000.00	202
	- 1991	$ NIL	
	- 1992 AND AFTER	$	
(b)	TOTAL NUMBER OF PERSON YEARS CREATED		728

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION		AMOUNT
Labour	annual maintenance of mechanical, electrical equipment	$ 60,000.00
Supplies		
Light, Heat, Etc.		
Other		
TOTAL		$ 60,000.00

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

   Retail space currently existing would not be suitable for tenant occupation.

COPPS COLISEUM
IMPROVEMENTS REQUIRED FOR OCCUPATION
OF RETAIL/MALL AREA

COPPS COLISEUM DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
PHASE II - SOUTHWEST SECTION -Improvements, i.e. architectural, mechanical and electrical to unfinished new space for prospective tenants. -At a minimum this space should be developed. -While this space has limited retail potential, it is suitable for commercial office use. -It would be hoped to re-locate both BASS and Volume Concession Services Inc. in this space as well as possibly the offices of the Hamilton Steelhawks Hockey Club.	$250,000.00	-	-	-	-	$250,000.00
PHASE III - NORTH END SECTION -Improvements, i.e. architectural mechanical and elec--trical to unfinished new space for the area which has been		$424,000.00	-			$424,000.00

Cont'd.../2

COPPS COLISEUM DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
PHASE III - Cont'd						
designated as the future Administrative Office area for an N.H.L. Hockey Team. -It is recommended that nothing be done with this space at this time since the development of this space will be done in conjunction with negotiations for an N.H.L. team. -It is difficult at this stage to estimate the capital cost to develop this space and when it will be required.						
PHASE IV - SOUTHEAST SECTION -Improvements, i.e. architectural, mechanical and electrical to unfinished raw space for a possible restaurant/ club in conjunction with the arrival of an N.H.L. team. -It is doubtful that anyone would want to develop a full restaurant in Copps Coliseum prior to there being an N.H.L. team playing in the facility. -The development of this space will most probably be done in conjunction with negotiations for an N.H.L. team.			$424,000.00	-		$424,000.00

Cont'd.../3

COPPS COLISEUM DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
PHASE V - EAST END SECTION -Improvements, i.e. architectural, mechanical and electrical to unfinished raw space. -As with the space in Phase II, this space has limited retail and little or no commercial office potential. -Management does not feel that there is enough potential financial return to HECFI at this time to justify the capital cost to ready the space for use. -However, this space may have potential in four years once an N.H.L. team is in the facility and the remainder of Retail/Mall area is developed in Copps Coliseum.				$423,000.00	-	$423,000.00
TOTAL	$250,000.00	$424,000.00	$424,000.00	$423,000.00	$0.00	$1,521,000.00

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

   (b) PROJECT NAME Copps Coliseum - Conversion of Domestic Hot Water Generation System.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
- during summer months, the natural gas boilers must be operated to generate domestic hot water.
- it is being proposed that an electrical hot water system be installed during the summer period. This will result in increased efficiency and decreased wear on gas boilers.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. (a) GROSS COST OF PROJECT $ 20,000.00 — TO BE FINANCED FROM HECFI RESERVE ACCOUNTS

   (b) SUBSIDIES AND OTHER RECEIPTS $ NIL

   (c) CITY'S COST $ 20,000.00

6. (a) YEAR OF EXPENDITURE

		NO. OF PERSON YEARS CREATED
- 1987	$ 20,000.00	0.02
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED 0.02

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION		AMOUNT
Labour	ANNUAL MAINTENANCE	$1,500.00
Supplies		
Light, Heat, Etc.		
Other	ESTIMATED SAVINGS	(5,500.00)
TOTAL		$(4,000.00)

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

Generation of hot water will rely on natural gas boilers which is more costly during the summer months.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

   (b) PROJECT NAME Copps Coliseum - Improvements to Media Facilities.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
   - improvements to Media Facilities in the form of
   a) supply and installation of lighting track grid in Media Studio.
   b) provision of architectural finishing for Media Studio, ie. carpet, ceiling
   c) provision of skate resistant flooring along corridor to Media/Interview Rooms.
   - This work will finish media area for future requirements.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. (a) GROSS COST OF PROJECT $ 30,000.00 — TO BE FINANCED FROM HECFI RESERVE ACCOUNTS

   (b) SUBSIDIES AND OTHER RECEIPTS $ NIL

   (c) CITY'S COST $ 30,000.00

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 30,000.00	0.02
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED 0.02

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	
Supplies	$ NIL
Light, Heat, Etc.	
Other	
TOTAL	$ NIL

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
   Failing to finish this area at the present time will necessitate completion at a later date.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

   (b) PROJECT NAME Copps Coliseum - Provision of Glycol Storage Tank.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
- supply and install holding tank in Rink Level ice making room for glycol storage.
- with this storage facility, glycol can be drained and held during system shut down.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. (a) GROSS COST OF PROJECT $ 10,000.00 — TO BE FINANCED FROM HECFI RESERVE ACCOUNT

   (b) SUBSIDIES AND OTHER RECEIPTS $ NIL

   (c) CITY'S COST $ 10,000.00

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 10,000.00	0.01
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED 0.01

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$ NIL
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$ NIL

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
Without the proposed storage system, glycol would become contaminated and needlessly wasted if and when fluid is drained from ice making system.

CITY OF HAMILTON
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

   (b) PROJECT NAME Copps Coliseum - Provision of Sun Screen, West Elevation Windows.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
- provide sun screen in the form of mirrored reflecting film or drapery for west elevation windows.
- during the summer months the setting sun emits light rays which flood the west concourse making it difficult to achieve total blackout as required by performers.
- sun screens would also reduce the cooling load on the building.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1987

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. (a) GROSS COST OF PROJECT $ 35,000.00 — TO BE FINANCED FROM HECFI RESERVE ACCOUNT

   (b) SUBSIDIES AND OTHER RECEIPTS $ NIL

   (c) CITY'S COST $ 35,000.00

6. (a) YEAR OF EXPENDITURE

		NO. OF PERSON YEARS CREATED
- 1987	$ 35,000.00	0.03
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED 0.03

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	
Supplies	$
Light, Heat, Etc.	
Other Estimated energy savings	(3,000.00)
TOTAL	$ (3,000.00)

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
Performer/patron discomfort during summer months would persist.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H. E. C. F. I.

2. (a) PROJECT NUMBER

(b) PROJECT NAME Copps Coliseum - Plywood for Concert Floor Covering

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
- to purchase 650 sheets at 3/4" 4 x 8' marine plywood to cover the ice surface for concerts and other events needing this covering. This covering also must be treated with a fire retardant material to conform to building codes.

4. (a) PROJECT STARTING DATE January 1988

(b) PROJECT FINISHING DATE January 1988

(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED

5. | | | TO BE FINANCED FROM |
|---|---|---|
| (a) GROSS COST OF PROJECT | $ 30,000.00 | H. E. C. F. I. Reserv Account |
| (b) SUBSIDIES AND OTHER RECEIPTS | $ | |
| (c) CITY'S COST | $ 30,000.00 | |

6. | | | NO. OF PERSON YEARS CREATED |
|---|---|---|
| (a) YEAR OF EXPENDITURE - 1987 | $ | |
| - 1988 | $ 30,000.00 | 0.02 |
| - 1989 | $ | |
| - 1990 | $ | |
| - 1991 | $ | |
| - 1992 AND AFTER | $ | |
| (b) TOTAL NUMBER OF PERSON YEARS CREATED | | 0.02 |

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	
Supplies	$ NIL
Light, Heat, Etc.	
Other	
TOTAL	$ NIL

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
This covering is necessary to place on top of our present covering to provide better protection of our ice surface which could result in delay of events.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

   (b) PROJECT NAME Copps Coliseum - Implementation of Night Set-Back Control System.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
- supply and installation of computer software programming which will allow night set-back for selected plant equipment.
- with the implementation of this programme equipment running time will be decreased with a corresponding monetary savings in energy consumption and equipment maintenance.

4. (a) PROJECT STARTING DATE 1988

   (b) PROJECT FINISHING DATE 1988

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1988

5. (a) GROSS COST OF PROJECT $ 30,000.00 — TO BE FINANCED FROM HECFI RESERVE ACCOUNTS

   (b) SUBSIDIES AND OTHER RECEIPTS $ NIL

   (c) CITY'S COST $ 30,000.00

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$	
- 1988	$ 30,000.00	0.02
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED 0.02

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION		AMOUNT
Labour		$ NIL
Supplies		
Light, Heat, Etc.		
Other	Estimated savings annually in energy maintenance costs.	8,000.00
TOTAL		$ (8,000.00)

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

Plant equipment will continue to operate during non-essential time thereby increasing energy and maintenance costs.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

(b) PROJECT NAME Copps Coliseum - Replacement of Concrete Rink Slab and Refrigeration Piping

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

- demolition and reconstruction of concrete rink slab and refrigeration piping
- the quality of as built plastic refrigeration piping is in doubt as evident with the four leaks which developed during the summer of 1986
- it is the recommendation of Messrs. Crane, Conacher and Freeman that this piping be replaced, necessitating the demolition and reconstruction work.

4. (a) PROJECT STARTING DATE 1987

(b) PROJECT FINISHING DATE 1987

(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. | | | TO BE FINANCED BY CITY OF HAMILTON |
|---|---|---|
| (a) GROSS COST OF PROJECT | $ 550,000 | |
| (b) SUBSIDIES AND OTHER RECEIPTS | $ - | |
| (c) CITY'S COST | $ 550,000 | |

6. (a)

		NO. OF PERSON YEARS CREATED
YEAR OF EXPENDITURE - 1987	$ 550,000	2.3
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED 2.3

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	
Supplies	$ Nil
Light, Heat, Etc.	
Other	
TOTAL	$ Nil

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

OVER

continued...

The current installation is susceptible to the development of glycol leakage which could necessitate the closure of the building and cancellation of scheduled events should further leaks develop.

Hamilton
Entertainment
and Convention
Facilities Inc.

Schedule 'B' referred to
in Section 4 of the
ELEVENTH Report of the
AUDIT/FINANCE Committee

FROM John A. Leuser, Director of Finance and Administration
Name & Title

DATE September 23, 1986

FOR ACTION [xx] FOR INFORMATION [ ] File No. _____

TO: B O A R D [ ] (OR) AUDIT/FINANCE Committee [xx]

SUBJECT

CUP 1987 - 1991 Capital Budget Programme

RECOMMENDATION

That the attached 1987 - 1991 Capital Budget Programme for CUP be recommended for approval to the Board of Directors, prior to being submitted to the City's Executive Committee for approval.

BACKGROUND

See the attached detail for particulars. It should be noted that The Corporation of the City of Hamilton will be expected to finance the CUP Capital Budget Programme.

John A. Leuser

John A. Leuser, C.A.
Director of Finance
and Administration

attach.

CENTRAL UTILITIES PLANT
SUMMARY OF CAPITAL REQUIREMENTS

DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
VARIOUS CAPITAL REPLACEMENTS AND REVISIONS FOR CENTRAL UTILITIES PLANT	$72,000.00	-	-	-	-	$72,000.00
ADDITION OF CITY HALL TO CUP BUILDING AUTOMATION SYSTEM	$130,000.00	-	-	-	-	$130,000.00
VARIOUS CAPITAL REPLACEMENTS FOR CITY HALL	$54,000.00	$30,000.00	$35,000.00	-	-	$119,000.00
TEARDOWN/OVERHAUL OF CENTRAVACS - CUP, CITY HALL, AND PUBLIC LIBRARY	$50,000.00	$54,000.00	$52,000.00	$24,000.00	-	$180,000.00
VARIOUS CAPITAL REVISIONS AND REPLACEMENTS FOR HAMILTON PLACE	$61,000.00	$25,000.00	-	-	-	$86,000.00
	$367,000.00	$109,000.00	$87,000.00	$24,000.00	$0.00	$587,000.00

Note: The C.U.P. Capital Budget Programme for 1987-1991 will be financed by the Corporation of The City of Hamilton.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

(b) PROJECT NAME VARIOUS CAPITAL REPLACEMENTS AND REVISIONS FOR CENTRAL UTILITIES PLANT.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

SEE THE ATTACHED DETAIL

4. (a) PROJECT STARTING DATE 1987

(b) PROJECT FINISHING DATE 1987

(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. (a) GROSS COST OF PROJECT $ 72,000.00

(b) SUBSIDIES AND OTHER RECEIPTS $ NIL

(c) CITY'S COST $ 72,000.00

		NO. OF PERSON YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1987	$ 72,000.00	0.11
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		0.11

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	$ 700.00
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$ 700.00

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

The ability to more accurately measure water consumption of user facilities.

Reduced performance of cooling system resulting in increased energy costs.

To prevent a loss of emergency power to the mechanical system in the event that the incoming power supply is interrupted.

CENTRAL UTILITIES PLANT
VARIOUS CAPITAL REPLACEMENTS
AND REVISIONS FOR C.U.P.

CENTRAL UTILITIES PLANT DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
1. FLOW METER SYSTEM - HEATING AND COOLING WATER SYSTEMS -Supply and installation of stand alone metering system for Art Gallery, Hamilton Place H.C.C. and Ontario Gov't. Building heating and cooling water systems. -Proposed system is a stand alone, incorporating electronic digital display and capable of precisely measuring heating and cooling water consumption.	$32,000.00	-	-	-	-	$32,000.00
2. REPLACEMENT OF COOLING TOWER MEDIA -Media located within the exterior cooling tower requires replacement. This media consists of a wooden wet deck which over the years has deteriorated due to moisture absorption and algae growth. It is being proposed that this wet deck be replaced with a rubberized wooden deck which has a longer life span than the present installation.	$30,000.00	-	-	-	-	$30,000.00

Cont'd.../2

CENTRAL UTILITIES PLANT DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
3. REPLACEMENT OF D.C. BATTERIES -The standby power supply for the main 13.8 KV feed to the CUP consists of direct current batteries -This standby power supply is utilized in the event of power interruption and ensures continual contact of mechanical equipment/system breakers. -This D.C. Battery power supply requires replacement. Expected life of battery is ten (10) years	$10,000.00	-	-	-	-	$10,000.00
	$72,000.00	$0.00	$0.00	$0.00	$0.00	$72,000.00

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H. E. C. F. I.

2. (a) PROJECT NUMBER

(b) PROJECT NAME City Hall - Addition of City Hall to C. U. P.
Building Automation System

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
- supply and installation of all materials and labour necessary to provide field computer points for City Hall mechanical equipment/systems required to connect City Hall to C. U. P. Building Automation System.
- with the connection, all City Hall mechanical systems will be remorsely monitored and controlled at the C. U. P. allowing for a more efficient and effective operation.

4. (a) PROJECT STARTING DATE 1987
(b) PROJECT FINISHING DATE 1987
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. (a) GROSS COST OF PROJECT $ 130,000.00
(b) SUBSIDIES AND OTHER RECEIPTS $ NIL
(c) CITY'S COST $ 130,000.00

6. (a) YEAR OF EXPENDITURE

		NO. OF PERSON YEARS CREATED
- 1987	$ 130,000.00	0.30
- 1988	$	
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED 0.30

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION		AMOUNT
Labour		
Supplies	annual maintenance/upkeep	$ 5,000.00
Light, Heat, Etc.	savings in energy cost anticipated	(25,000.00)
Other		
TOTAL	estimated savings	$ (20,000.00)

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
Manual control and operation of City Hall mechanical systems from City Hall resulting in increased operational and personnel costs.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

   (b) PROJECT NAME VARIOUS CAPITAL REPLACEMENTS FOR CITY HALL

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

SEE THE ATTACHED DETAIL.

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1989

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. (a) GROSS COST OF PROJECT $ 119,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ NIL

   (c) CITY'S COST $ 119,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 54,000	0.09
- 1988	$ 30,000	0.05
- 1989	$ 35,000	0.05
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	

   (b) TOTAL NUMBER OF PERSON YEARS CREATED 0.19

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION		AMOUNT
Labour	MAINTENANCE	$ 3,000
Supplies		
Light, Heat, Etc.		
Other		
TOTAL		$ 3,000

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

- Failing to replace MCC Panels would result in loss of mechanical system services due to inability to repair existing panels, extended equipment down time.
- Unsafe operating conditions.

CENTRAL UTILITIES PLANT
VARIOUS CAPITAL REPLACEMENTS
AND REVISIONS FOR C.U.P.

CITY HALL DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
1. REPLACEMENT OF MOTOR CONTROL CENTRE (MCC) PANELS -Supply and installation of new motor control centre (MCC) Panels for mechanical equipment operation - the existing MCC Panels are over twenty years old and replacement parts are not obtainable. -It is being proposed that these panels be replaced over a three year programme period	$25,000.00	$30,000.00	$35,000.00	-	-	$90,000.00
2. REPLACEMENT OF BOILER STACKS -The exterior boiler stacks servicing the City Hall Boiler Plant require relining and refurbishing. -These stacks are the original units and over the years have deteriorated to the point where replacement is now required.	$15,000.00	-	-	-	-	$15,000.00

Cont'd.../2

CITY HALL DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
3. REPLACEMENT OF TRANSFER SWITCHES -Supply all materials and labour necessary to replace electrical transfer switches in City Hall. These switches transfer power supply from the main power feed to emergency diesel power in the event of power failure/ interruption. -The existing system is old and replacement parts are difficult to obtain, frequency of malfunctions of this switch gear is steadily increasing.	$14,000.00	-	-	-	-	$14,000.00
TOTAL	$54,000.00	$30,000.00	$35,000.00	$0.00	$0.00	$119,000.00

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H. E. C. F. I.

2. (a) PROJECT NUMBER

(b) PROJECT NAME Central Utilities Plant, City Hall, Public Library-Teardown/Overhaul of Centravacs

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.
-bearing inspection/replacement and general overhaul of Trane Centravacs located in the Central Utilities Plant, City Hall and Public Library.
- Manufacturer recommends this maintenance be undertaken every 7 to 10 years. Five (5) of the seven (7) machines have reached this stage. Also, oil analysis has indicated high tin levels which indicates bearing wear.

4. (a) PROJECT STARTING DATE 1987

(b) PROJECT FINISHING DATE 1990

(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED

5. (a) GROSS COST OF PROJECT $ 180,000.00

(b) SUBSIDIES AND OTHER RECEIPTS $ NIL

(c) CITY'S COST $ 180,000.00

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 50,000.00	0.04
- 1988	$ 54,000.00	0.04
- 1989	$ 52,000.00	0.04
- 1990	$ 24,000.00	0.02
- 1991	$	
- 1992 AND AFTER	$	

(b) TOTAL NUMBER OF PERSON YEARS CREATED 0.14

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour	
Supplies annual preventive maintenance	$ 10,000.00
Light, Heat, Etc.	
Other	
TOTAL	$ 10,000.00

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL
Risk of bearing failure which could result in repairs exceeding this preventive maintenance cost three fold. Also, unscheduled down time during cooling season resulting in unacceptable comfort conditions for building patrons/staff.

City of Hamilton
Treasury

1987-1991 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD H.E.C.F.I.

2. (a) PROJECT NUMBER

   (b) PROJECT NAME VARIOUS CAPITAL REVISIONS AND REPLACEMENTS FOR HAMILTON PLACE.

3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.

SEE ATTACHED DETAIL

4. (a) PROJECT STARTING DATE 1987

   (b) PROJECT FINISHING DATE 1988

   (c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED 1987

5. (a) GROSS COST OF PROJECT $ 86,000

   (b) SUBSIDIES AND OTHER RECEIPTS $ NIL

   (c) CITY'S COST $ 86,000

6. (a) YEAR OF EXPENDITURE		NO. OF PERSON YEARS CREATED
- 1987	$ 61,000	0.11
- 1988	$ 25,000	0.02
- 1989	$	
- 1990	$	
- 1991	$	
- 1992 AND AFTER	$	
(b) TOTAL NUMBER OF PERSON YEARS CREATED		0.13

7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT

8. ANNUAL OPERATING COST

DESCRIPTION	AMOUNT
Labour)	$ 3,000
Supplies	
Light, Heat, Etc.	
Other	
TOTAL	$ 3,000

9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION BY CAPITAL BUDGET COMMITTEE OR CITY COUNCIL

- The potential for complete power outages.
- Increased difficulty in obtaining and maintaining air volume requirements resulting in an inefficient use of energy and increased patron/staff discomfort.

CENTRAL UTILITIES PLANT
VARIOUS CAPITAL REPLACEMENTS
AND REVISIONS FOR C.U.P.

HAMILTON PLACE DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
1. ADDITIONAL 13.8 KV POWER SUPPLY FOR HAMILTON PLACE -Supply and install all materials, equipment and labour necessary to provide an additional 13.8 KV power supply feed to Hamilton Place -This additional feed would be utilized in emergencies should the main feed to Hamilton Place be lost -Hamilton Place is the only building operated by the CUP which does not have an auxiliary power feed	$50,000.00	-	-	-	-	$50,000.00
2. CONVERT MECHANICAL TRIP BREAKERS TO STATIC (ELECTRONIC) TRIP -Supply and installation of all necessary materials and labour to convert mechanical trip breakers on the main power supply feed to static trip devices -The existing breakers are old, resulting in an increase of malfunctions; replacement parts are difficult to obtain	$11,000.00	-	-	-	-	$11,000.00

Cont'd.../2

HAMILTON PLACE DESCRIPTION	1987	1988	1989	1990	1991	TOTAL 1987-1991
3. REPLACE/MODIFY SUPPLY AND RETURN AIR FAN SYSTEM DAMPERS -Supply and installation of all materials and labour necessary to replace and modify supply and return air fan system dampers. -Over the years these dampers and working parts have become worn and now require replacement. -Because of wear, dampers cannot be adjusted to suit air volume requirements	-	$25,000.00	-	-	-	$25,000.00
TOTAL	$61,000.00	$25,000.00	$0.00	$0.00	$0.00	$86,000.00

Schedule 'C' referred to in Section 5(a) of the ELEVENTH Report of the AUDIT/FINANCE Committee

HAMILTON PLACE

REPORT TO THE HECFI AUDIT AND FINANCE COMMITTEE
FROM THE HAMILTON PLACE COMMITTEE

October 6, 1986

SUBJECT: THE SUPPLY AND INSTALLATION OF UPDATED LIGHTING SYSTEMS FOR THE GREAT HALL AND FOR THE STUDIO THEATRE PERFORMANCE AND HOUSE DIMMERS

RECOMMENDATION:

1) That the proposal and quotation submitted by Strand Lighting in the amount of $242,129.13, inclusive of retail sales tax, for updating the lighting systems in Hamilton Place be accepted;

2) That the purchase be financed from the Reserve Account: Capital Improvement Surcharge, Hamilton Place.

BACKGROUND INFORMATION

In 1983 approximately $133,000 was expended to replace the "Memory Board" component of the Lighting Console. $90,000 was funded from the Hamilton Place Reserve - Budgetary Surpluses and $33,000 from Capital Improvement Surcharge - Hamilton Place.

- This current requirement is for the replacement of Great Hall Stage and House and Studio Theatre Stage Dimmers.

- Of the 124 dimmer capacity of the console, only 60 are operable. The dimmers are obsolete; parts for repair are no longer available.

- Dimmer replacement for House as opposed to Theatrical lighting is also included.

NOTE: Recommendation is for the lowest of two bids/proposals received. Analysis of quotations attached.

RESPECTFULLY SUBMITTED

Thomas Burrows, Director

MEMORANDUM

September 24, 1986

TO: Tom Burrows

FROM: Robert Ellison

SUBJECT: Updated lighting system

The Proposal Call for improvements to the Great Hall and Studio lighting systems was issued in early July of this year. Advertisements were placed in the Globe and Mail and The Hamilton Spectator. Information was supplied to thirteen companies with two responding with quotations. These were:

Ainsworth Electric Company Limited Toronto, Ontario	$277,110
Strand Lighting Mississauga, Ontario	$226,289

An analysis of their quotes is attached.

Can we obtain the necessary approvals in order to proceed with this work in December?

R.

Attachment

STRAND LIGHTING PROPOSAL
BREAKDOWN

I	Addition of 336, 2.4 K.W. dimmers -alternate choice-add 232, 2.4K.W."CD80" dimmers to existing CD 80 dimmers	$ 92,923.00
II	Addition of 26, 6.0 K.W. dimmers - alternate choice-included in #I price	nil
III	Addition of 96, 2.4 K.W. "CD80" dimmers for Studio	32,793.00
IV	Cut - (for budget and timing considerations)	nil
V	Wiring in - alternate choice - note "deduct" for item IV is included	74,902.00
VI	Cost of "Light Palette" update (alternate choice)	6,668.00
VII	Cut - (for budget and parts considerations)	nil
		$ 207,286.00
	Update Studio amperage capacity	10,320.00
VIII	Miscellaneous additions	8,683.00
	TOTAL	$ 226,289.00

AINSWORTH ELECTRIC PROPOSAL
BREAKDOWN

I	Addition of 336, 2.4 K.W. dimmers	$ 191,652.00
II	Addition of 24, 6.0 K.W. dimmers (alternate choice)	47,426.00
III	96, of 2.4 K.W. Dimmers for Studio (alternate choice - i.e. move these dimmers from Great Hall only)	30,532.00
IV	Cut from proposal (for budget and timing considerations)	nil
V	Wiring in - (included in above prices)	nil
VI	Cost of "Light Palette" update	7,500.00
VII	Cut (for budget and parts considerations)	nil
	TOTAL	$ 277,110.00

Schedule 'D' referred to in Section 1, Information Items, of the ELEVENTH Report of the AUDIT/ FINANCE Committee

Hamilton Entertainment and Convention Facilities Inc.

FROM Fred Bogden, Director of Marketing, HECFI DATE Sept. 23, 1986.

☒ FOR INFORMATION

☐ FOR ACTION

TO: Chairman,
Audit and Finance Committee

Herein a final report and accountability covering the City of Hamilton and HECFI participation in the bid for the 1990 Men's World Basketball Championships.

While our attempt as a "team" was "unsuccessful", I believe that significant gains were made both by the City of Hamilton and HECFI as a result of our efforts with Basketball Canada.

The fact that Hamilton scored so favourably in the first round of voting and indeed effectively knocked out the United States and the City of Indianapolis so strongly speaks for itself. Quoting Mayor Morrow, "The only thing we are not coming home with is the single event but the exposure we received as host to the world represents the best communications exposure on an international level that one could make, and was certainly time and money well spent on behalf of the City of Hamilton." Mayor Morrow went on to say, "I am sure it will lead to other opportunities."

The Secretary-General of the F.I.B.A., Mr. Boris Stankovich from Yugoslavia, had a private meeting with the Canadian delegation following the final voting, indicating that the Canadian bid presentation was definitely the best but as we understand in the world of international sports politics, Mr. Stankovich further indicated "that the bid was not everything -- there are friendships on the board and there are politics." Mr. Stankovich also pointed out to us that Argentina has never hosted any other major international event whereas Canada has previously hosted such events as the World University Games in Edmonton in 1983. Mr. Stankovich also emphasized that Argentina's 6-million U.S. dollar bid was "wonderful". Comparatively, Basketball Canada's bid was 3-million U.S. dollars.

Bottomline, I sincerely believe that for the $59,500 Hamilton cash investment (which includes all expenses such as delegate travel, accommodation, promotional activities, etc.), Hamilton has received the following:

1) Hamilton has heightened its international visibility at a minimal cost to itself. It would be impossible to purchase the "advertising" space and/or media to obtain the international exposure to the 165 nations worldwide.

...../2

This international exposure has been achieved in several ways:

i) The Mayor, City Councillors, HECFI and influential volunteers and City Administrative personnel have been introduced personally to senior representatives from the sport communities of in excess of 100 countries.

It has to be noted that many of the sport representatives from the various nations are significant members of both the private and public sectors in their own respective communities and bring greater influence and position to the Basketball Congress than the sport itself - a fact which cannot be overlooked when a City such as Hamilton is assessing the payback and communications exposure it received from its $59,500 investment.

ii) The City of Hamilton and HECFI have been exposed in written format (i.e. three bulletins mailed to 165 countries plus several hundred individuals) to the world of basketball which in many cases is the world of government (i.e. politics) from each of these nations.

In addition, over 2,000 pounds of related literature and materials were distributed to members and individuals from well in excess of 100 countries.

iii) The Copps Coliseum model and facility, its assets and potential has been front and centre with 80+ basketball countries and many more individual enthusiasts from around the world. The facility has been positioned as an international arena for sport and more importantly for basketball.

iv) The City of Hamilton and HECFI have been introduced to 80+ countries and many more individuals through a highly professional audio/visual presentation that featured Hamilton as the city for basketball in the world.

2) Hamilton and HECFI have developed a meaningful relationship with Basketball Canada - one of mutual respect and interest that will position Hamilton as a MAJOR SPORT COMMUNITY and in particular, a MAJOR BASKETBALL COMMUNITY both domestically and abroad.

3) The City of Hamilton and HECFI were positioned as a partner with Basketball Canada throughout the bidding process. It has been positioned, therefore, as a total contributor to the success and the professional fashion in which the process evolved with all levels of government in Canada, with the sport community and, above all else, with the international publics in attendance in Barcelona where the total presentation received accolades unprecedented in the history of the FIBA.

4) Hamilton and HECFI were part of the "team" that developed a climate within the international basketball community (FIBA) not only to receive international events from Canada, but a climate where FIBA will aggressively assist in their development and in ensuring that Canada, and indeed the City of Hamilton and HECFI are duly rewarded for their efforts to date.

Hamilton is positioned as a City worthy of and a serious contender for other international sporting events of signifcance.

5) Many of the materials used in the bid process can be used by the City in the promotion of the City and in telling the story of the 1990 Bid Process - a successful model and story. Such things as the audio/visual production, Slam Duck, the model of the bulletins or the bulletins themselves as living examples, etc.

6) Many of the City and HECFI top officials and volunteers were major contributors and participants in the bid process and have been exposed to the level of professionalism with which the City and Basketball Canada executed their various responsibilities and the total effort itself. It, in fact, can serve as a model for sport itself - not just basketball - although it has been acclaimed within the FIBA family as the first such approach to the bidding process and was applauded for its attention to all of the necessary details.

The City of Hamilton and HECFI were part of that praise.

Respectfully submitted,

Fred Bogden,
Director of Marketing.

Attachments:

1) Financial Settlement
2) Letter dated July 17, 1986, from John W. Munro
3) Letter dated July 7, 1986, from Guy K. Price
4) Letter dated July 9, 1986, from Keith K. Mitchell
5) Letter dated July 15, 1986, from Norman G. Gloag
6) Letter dated August 31, 1986, from Sports Academy, Kuala Lumpur
7) Letter dated July 9, 1986, from Leslie G. Mwachiro

1990 WORLD BASKETBALL CHAMPIONSHIP BID PROPOSAL

FINANCIAL SETTLEMENT

EXPENSES

- Travel (Bogden, Mayor Morrow, Alderman Wheeler, for trips to Ottawa, London, Barcelona)	$ 6,933.05	
- Advertising/Promotion	$ 3,992.42	
- Meetings and Entertainment	$ 1,561.92	
- Printing	$ 317.73	
- Postage	$ 628.30	
		$13,433.43
- Financial Contribution by City of Hamilton	$20,000.00	
- Financial Contribution by HECFI (Marketing Budget)	$30,000.00	
		$50,000.00
TOTAL COST AND EXPENSES		**$63,433.43**

Attachment 2

HAUT-COMMISSARIAT DU CANADA,
DIVISION COMMERCIALE/ECONOMIQUE,
OFFICE DU TOURISME,
CANADA HOUSE,
TRAFALGAR SQUARE,
LONDON SW1Y 5BJ

CANADIAN HIGH COMMISSION,
COMMERCIAL/ECONOMIC DIVISION,
TOURISM SECTION,
CANADA HOUSE,
TRAFALGAR SQUARE,
LONDON SW1Y 5BJ

Telephone: 01-629 9492 Ext 232
Telex No.: 261592 (CDALDN G)

JM/hm

17th July, 1986

Mr. F. Bogden,
Director of Marketing,
Hamilton Entertainment and
Convention Facilities Inc.,
101 York Boulevard,
Hamilton,
Ontario,
Canada L8R 3L4

Dear Fred,

I am writing to congratulate you on a sterling effort in your attempts to secure for Hamilton the 1990 World Basketball Championships.

In spite of Canada not winning the bid, I sincerely feel that we can rest assured in having promoted our cause in a most professional manner. Hamilton has certainly attained a heightened profile in my own "Canadian Consciousness" and I can only assume that the same can be said for the scores of international delegates in attendance at Barcelona.

Needless to say, it was an absolute pleasure working with yourself, Allan Rae and the entire Canadian contingent and I genuinely look forward for the next opportunity to arise.

Yours sincerely,

John W. Munro
Tourism Representative
Meetings & Incentive Travel

RECEIVED JUL 17 1986

Ontario

Attachment 3

Government of Ontario Canada

ONTARIO HOUSE CHARLES II STREET LONDON SW1Y 4QS
Telephone: 01-930 4400 Telex: 262517
Thomas L. Wells Agent General in the United Kingdom

7th July, 1986

Fred Bogden, Esq.,
Director of Marketing,
Hamilton Entertainment
& Convention Facilities Inc.,
101 York Boulevard,
Hamilton,
Ontario L8R 3L4

Dear Fred,

Thank you very much for your kind letter and the remarks pertaining to Julia - yes, I am a proud father!

I do hope that Hamilton is success in its venture to hosting the worlds men's basketball tournament in 1990, Hamilton certainly has the facilities to give it worldwide attention.

Yours sincerely,

GUY K. PRICE
MANAGER, TOURISM
U.K., HOLLAND & SCANDINAVIA

cc. Council Members
Mr. Fred Bogden - Director of Marketing
Mr. Jack Pelech

Attachment 4

JUL 18 1986

AFFILIATED TO THE FEDERATION INTERNATIONALE DE BASKETBALL AMATEUR

English Basket Ball Association

Calomax House
Lupton Avenue
Leeds LS9 7EE
Telephone: Leeds (0532) 496044
24-hour Answerphone: (0532) 491919
Telegrams: Basketball Leeds
Telex: 557913 EBBA

Hon. President:
K. K. MITCHELL, O.B.E.

KKM/JMF

Golden Jubilee 1936-1986

9th July 1986

BASKETBALL BID

Mr. R.M. Morrow,
Mayor,
Mayor's Office,
Hamilton,
Ontario,
Canada.

Dear Mr. Morrow,

I just thought I would like to express my personal admiration of the way your Bid for the next World Championships was carried out. All members of the Central Board of F.I.B.A. were deeply impressed by your most professional presentation. I know you will be sad that the excellence of your campaign did not result in the awarding of the Championships to your City. I did, however, wish to express the above sentiment to you and wish you well in the future.

Kindest regards,

Yours sincerely,

Keith K. Mitchell
President

c.c. Mr. A. Rae, Basketball Canada.

JUL 22 1986

Attachment 5

VANCOUVER BASKETBALL COMMISSION

VANCOUVER, BRITISH COLUMBIA

2005 West 59th Avenue,
Vancouver, B.C.
V6P 1Z5

July 15, 1986

Mayor Robert M. Morrow
Hamilton City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Bob:

As we sit back and reflect over the efforts put out by the Bid Committee for the 1990 Men's World Basketball Championships we can only feel proud of all those who took part in the presentations.

The F.I.B.A. World Congress members were introduced to a first class promotion that has not been equalled by any previous country attempting to win a championship.

The City of Hamilton is to be congratulated on the money and effort put forth for the bid and I feel confident that the impression left of Hamilton will long be remembered by all present at not only the Standing Conference of Europe held in London but the World Congress of F.I.B.A. in Barcelona, Spain. Your presence in Barcelona, and also Alderman Reg Wheeler in London and Barcelona, brought a high profile to the Bid Committee. You both are to be congratulated for the tremendous amount of time and effort put forth during those hectic days in Spain.

Bob, I would like to take this opportunity to say how much I appreciated the opportunity to work with you and the Bid Committee these past weeks. I hope that in the not too distant future we will have another opportunity to put forward the outstanding features of Hamilton for a F.I.B.A. sponsored championship.

Sincerely,

Norm

Norman G. Gloag
Chairman and Honorary Life
Member F.I.B.A.

c.c. Basketball Canada
Fred Bogden Jr.
Mr. John C. Pelech
Ms. Carol Anne Letheren
Mr. Reg Wheeler
Mr. Ross Wilson
Mr. Dick Mathieu

Attachment 6

SPORTS ACADEMY (M) SDN. BHD.

Bangunan MABA, 6, Jalan Hang Jebat, P. O. Box 10842 Kuala Lumpur 05-05
Telephone: ~~03-208055, 03-225185~~ 03-2380011
Telex: Basket MA 30262

SEP 22 1986

Our Ref:

Your Ref.

Date 31 8. 86

Dear Mayor Robert,

I am glad that I have the opportunity to meet you and all your team of nice people. Well, regret that your bid is not successful I am just as disappointed. Let's hope that there will be better things to come. I am really very impressed the way you and your team organise everything. You must be busy with your official functions and duties after being away from the city for some time.

All the best to you and your team and we welcome you

in Kuala Lumpur, Malaysia

Anytime you are free.

Regards & good health always

to you & your family

Yours faithfully

CHS2

— Yeoh Choo Hock.

Attachment 7

Leslie G. Mwachiro

PHONES:
OFFICE: 340780
HOUSE: 60350
MAZERAS 20

UNIAFRIC HOUSE
4th FLOOR No. 426
P.O. BOX 74076 NAIROBI

Ref. LG/86/25

9th July, 1986

Mayor Bob Morraw
City Hall
71 Main Street West
Hamilton, Ontario L8N 3T4
CANADA

Dear His Worship, Bob,

May I firstly congratulate Canada but you in particular, for putting up such a wonderful performance in Barcellona while bidding for the 1990 men's world Basketball Championships. It was very impressive indeed.

I am proud of your success.

I am writing separately for basketball affairs.

Yours sincerely,

Leslie G. Mwachiro

Attachment 5

Report by Director of Marketing

Hamilton
Entertainment
and Convention
Facilities Inc.

FROM Fred Bogden, Director of Marketing, HECFI DATE Oct. 10, 1986.

☒ FOR INFORMATION

☐ FOR ACTION

TO: Chairman,
HECFI Board of Directors.

SUBJECT: MARKETING UPDATE REPORT

As we enter the fourth quarter of 1986, the summary goals of HECFI marketing, i.e., maximize the use of each facility; generate more dollars into the City's economy; and raise the public awareness of the City of Hamilton and the Region nationally and internationally as a major centre of cultural, meetings and conferences, entertainment and sports activities continue to be aggressively pursued to accomplish our stated programs.

Our "scorecard" positioning at the end of the third quarter finds us in the catch-up process on our earlier stated 1986 marketing goals due to various unforeseen circumstances and delays. While it is anticipated that there will, in some areas, be an overlapping situation of some activities into 1987, we feel that most of the key goals will be accomplished by the end of the year provided that the plan is actively supported by all the key HECFI team players.

This report will include highlights of details earlier presented in my previous facility committee reports as well as my earlier report to the Audit and Finance Committee.

A regular feature of the monthly marketing report will highlight the revenue generation and economic benefits to the City and Region as a result of major conferences held in HECFI facilities. The International Association of Convention and Visitors Bureau have officially reported per delegate dollar spending (or revenue impact on the convention city) as -

$419.26	Per Delegate based on four days (Rounded - $105.00 per day)
$660.57	Per Non-Delegate
46.8%	Accommodation
18.1%	Ancillary Requirements
24.1%	Food and Beverage
11.0%	Retail

Based on this IACVB data, it is estimated that September 1986 convention revenue generation to the City of Hamilton is as shown. (See Appendix "A".)

2. HAMILTON CONVENTION CENTRE

2.1 September 1986 revenues, while still untabulated, are projected to be record setting. Full particulars will be detailed in the next Hamilton Convention Centre Committee report.

2.2 Hamilton Convention Centre Fifth Anniversary
Thursday, October 16, 1986

Approximately 1,000 invitations have been mailed on a local, regional, national, and international basis, with attendance likely to be heavily local. The event has been positioned to also highlight the City's new "big league" image by combining the "Five Minute Media Walk" with Mayor Robert Morrow showing off Hamilton's $500 million revitalized downtown. A 5:30 p.m. to 7:30 p.m. reception will follow at the Centre.

The attached invitation, completed in-house by the Hamilton Place creative staff, is an example of the expertise that can be offered to other HECFI facilities. The slogan and concept of the "Walk" is the creative product of HECFI marketing through its consultant. That slogan and concept will be used to "sell" the City both nationally and internationally.

2.3 The Managing Director and the Director of Marketing attended a meeting chaired by Mayor Morrow on October 2nd at City Hall also attended by representatives of the three major hotels; the region; and other local tourism representatives. The meeting fully addressed several sensitive issues and reviewed the overall relationships of the City, hotels, HECFI, Region, etc. The new convention mandate of the Hamilton Convention Centre was addressed fully, with the hospitality industry members comments ranging from "HECFI and Hamilton Convention Centre must get out of the banquet business completely", the "convention mandate transition is too slow", "HECFI must dissuade small meetings and banquet business". The establishment of a properly funded and staffed "strong" convention visitors bureau was also discussed at length.

The consensus was that with Hamilton's entry into the competitive world of attracting major conventions and conferences, the City must have the benefit, support and co-ordination of such a visitors and convention bureau body. Our stated HECFI position, as previously expressed in such earlier similar meetings, was that HECFI endorsed the idea of a convention visitors bureau for Hamilton and we recommend that HECFI participate as a major member. We feel that it should best be co-ordinated initially by the City/Region, with later development into a full membership bureau similar to other major North American cities.

As a matter of interest, trade and industry articles continue to emphasize that "A city's convention and visitors bureau is its nerve centre when dealing with convention planners and decision makers."

2.4 MacNab Arms Restaurant, Dundurn Castle

The restaurant operation is planned to open in January, 1987. The Director of Marketing will work closely with Messrs. W. Penfold and R. Allard in creating overall marketing, advertising and public relations strategies.

3. COPPS COLISEUM

3.1 N.H.L. Exhibition, September 27, 1986
- First N.H.L. Game in Copps Coliseum

More than 15,000 fans and key N.H.L. scouts and personnel were in attendance for the Washington Capitals/Boston Bruins exhibition game. Hamilton's N.H.L. hopes received extremely favourable coverage both local and out-of-town media. The Boston media for instance, highlighted the "spanking new and beautiful Coliseum" and noted that the game "was promoted as tenaciously as a Stanley Cup final."

The next phase of our efforts to land an N.H.L. team for Hamilton asks the question "What do we do next?". Clearly, the next move is ours. One seemingly logical step would be the formation of a special public relations/sales promotion team to work with the existing N.H.L. search group and utilizing such special tools as audio visual material and especially written literature to visit all existing N.H.L. cities in an aggressive lobbying and Hamilton city awareness effort. This unit, which would include at least one local media person who is known to and respected by N.H.L. owners and general managers, would also deal with the media in each of the N.H.L. cities visited to underscore Hamilton's new economic image and its viability as a major league sports venue.

3.2 N.B.A. Exhibition Basketball

Heavy media attention is assisting in promoting the October 26th exhibition pre-season game between New York Knicks and Detroit Pistons with ticket sales ahead of projections at this time. The Toronto based promoter is expecting that the game will be a sellout.

3.3 1990 Men's World Basketball Championships

Latest information from Canadian Basketball Association sources reveal that the International Federation may be seriously reviewing the decision to hold the 1990 event in Argentina. Evidently a recent tournament in that country was both a major organizational and financial disappointment. Some leading countries, including the U.S.A., are, we understand, pressing for a review at the next international board meeting in Munich early next year.

3.4 Copps First Anniversary - Saturday, November 29

Details are being finalized for the celebration of Copps Coliseum First Anniversary. This event is being positioned as a 'citizen party' with free public skating on a controlled basis and other attractions such as the "World's Largest Hockey Puck" in the form of a birthday cake.

3.5 Copps Coliseum Exclusivity Policy Consideration

As part of our analysis of needed adjustments in program planning and marketing strategies, management has been addressing possible ways to give some 'form of exclusivity' with respect to attracting major concert events to Copps Coliseum.

4. HAMILTON PLACE

4.1 A review of earlier marketing strategies and analysis is underway in an effort to maintain the increased number of event days achieved in 1985/86, and also putting in place necessary adjustments in program planning for 1987 to increase the overall ticket sales. Our program control and research anticipates an implementation at an early date of an audience survey for Hamilton Place.

4.2 Consolidation of Marketing/Sales Staff in Hamilton Place

The anticipated October 1 physical move into the area known as Meeting Room Three in Hamilton Place has been held up briefly due to construction delays. It is now planned that this relocation will be completed by mid-October.

4.3 Canadian International Animation Festival

The "Hamilton '86" six day festival event has drawn both positive artistic acclaim and extraordinary media attention. International delegates from 19 different countries have praised the City's superb facilities, accommodation, and friendliness. Consensus of the Festival organizers, who took over just three weeks prior to the Festival due to internal adjustments, are measuring this great success on the basis of only having an extremely short promotion time for this first Festival in Hamilton and saying "Just imagine how great it could be with the right amount of lead-up activity."

The Director of Marketing shares this view and feels the Festival should continue in Hamilton but with careful administrative restructuring by the Festival, and financial monitoring by the City. The Festival in my personal view should not be an annual event but rather move forward as a bi-annual competitive international festival. Further, consideration should be given to an earlier late August scheduling. The Festival should also establish a Hamilton-based operation with desirably a Hamilton-based secretariat.

4.3 (Continued)

At the closing awards ceremonies on Saturday evening, it was indicated the Festival will be highlighted at the Metropolitan Museum of Art in New York City, and that the City and HECFI will be invited to be part of this high-profile artistic event in New York sometime early next year.

5. HECFI AD HOC ADVERTISING AGENCY - THE IMAGE GROUP

Three lengthy sessions have already been held with The Image Group to date, including a detailed familiarization and communication session at all three HECFI facilities. A series of key projects will be undertaken immediately.

6. NEW LETTERHEAD AND BUSINESS CARD DESIGN

Creative work is continuing in-house (and reflecting legal requirements of the Ontario Corporations Information Act). The goal is to preserve the identity of the three facilities and achieve a compatible HECFI corporate look. Presentations will be made through all committee levels shortly.

7. HAMILTON - AS ONE OF SEVERAL ONTARIO VENUES FOR THE 1996 100TH ANNIVERSARY OLYMPIC GAMES

The Managing Director and the Director of Marketing attended a meeting in Mayor Robert Morrow's office on October 3rd for a presentation on the 1996 Olympic Bid by the City of Toronto. Hamilton would serve as a regional sub-centre for the Olympic Games and Copps Coliseum would host the numerous basketball games associated with the Olympic competition. The City would also host other events such as cycling and, as well, Hamilton Place is being promoted as an official venue for the many cultural events held in conjunction with the Olympics.

8. 1994 COMMONWEALTH GAMES BID BY THE CITY OF HAMILTON

The Managing Director and Director of Marketing are continuing their local committee roles with respect to the City's bid to host the 1994 Commonwealth Games. Anticipated competition is Ottawa/Carleton; London, Ontario; Halifax; Winnipeg; and possibly Edmonton. The City is considering hiring a consultant to assist in the official bid. It has been indicated the City wants HECFI's involvement and assistance.

9. "HAMILTON HAS IT!" SEMINAR

A wrap-up report was included in my earlier report to the Audit and Finance Committee.

Respectfully submitted

Fred Bogden,
Director of Marketing.

APPENDIX "A"

Dates	Conference	Number of Delegates	Accommodation	Ancillary Requirements	Food & Beverage	Retail	TOTAL
Sept. 8-11/86	Ontario Nursing Home Association	400	$ 78,485	$ 30,354	$ 40,416	$ 18,447	$ 167,702
Sept. 9-11/86	Ontario Nursing Association	300	44,225	17,105	22,775	10,395	94,500
Sept. 10-14/86	Ontario Association of Homes for the Aged	1000	295,000	114,000	152,000	69,000	630,000
Sept. 18-21/86	Progressive Conservative Party of Ontario	1400	274,699	106,240	141,458	64,566	586,963
Sept. 29 to Oct. 4/86	Canadian International Animation Festival	225 (Est.)	66,339	25,657	34,162	15,593	141,751
		3325	$758,748	$293,356	$390,811	$178,001	$1,620,916

TOTAL DAYS 21

TOTAL DELEGATE DAYS = 21 ÷ 5 = 4.2 x 3325 = 13,965 Delegate Days

ACCOPRESS®

25071 –	BLACK / NOIR	– BG2507
25072 –	BLUE / BLEU	– BU2507
25078 –	RED / ROUGE	– BF2507
25075 –	GREEN / VERT	– BP2507
25074 –	GREY / GRIS	– BD2507
25073 –	R. BLUE / BLEU R.	– BB2507
25079 –	X. RED / ROUGE X.	– BX2507
25070 –	YELLOW / JAUNE	– BY2507
25077 –	TANGERINE	– BA2507

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